

# **Subject: Inquiry Regarding Delay in Holiday Debt Payment**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the delay in the payment regarding the holiday debt that was due on [specific date].

As I have not received any updates or communication regarding this matter, I would like to understand the reason for the delay and when I might expect the payment to be processed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]