

# Payment Plan Follow-Up

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. This is a gentle reminder regarding your payment plan for [specific service or item]. As of today, we have not yet received the payment due on [insert due date].

We understand that sometimes unforeseen circumstances can arise. If you are experiencing any difficulties, please do not hesitate to reach out, and we can discuss possible options.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]