

Follow-Up on Overdue Payment Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous agreement regarding the overdue payment originally due on [Due Date]. As of today, the payment remains outstanding, and I wanted to check in to see if you have any updates on when we might expect to receive the payment.

We value our relationship and understand that sometimes unforeseen circumstances can arise. Please let us know if there are any issues that we can assist you with regarding this matter.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]