

Follow-up on Payment for Art Commission

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up regarding the payment for the art commission completed on [Completion Date]. As per our agreement, the total amount of [Amount] was due on [Due Date].

As of today, I have not yet received the payment. If you have already sent it, please disregard this message. Otherwise, I would appreciate it if you could let me know when I can expect to receive the payment.

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

Best regards,

[Your Name]

[Your Contact Information]