

# Payment Issue Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about a payment issue regarding your account with us. Our records indicate that your recent payment of [insert amount] due on [insert date] has not been received.

We kindly ask you to check your payment records and ensure that the payment has been processed. If you have already made the payment, please provide us with the transaction details so we can verify it on our end.

If you have any questions or require further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]