

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the outstanding payment of [amount] that was due on [due date]. As of today, we have not yet received this payment.

As per our agreement, the payment was to be settled by the aforementioned date. Please let us know the status of this payment at your earliest convenience. If there are any issues or if you need further information, feel free to reach out to me directly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]