

Subject: Inquiry Regarding Pending Payment

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on the payment for the freelance work completed on [Project Name/Description] on [Completion Date]. As of today, I have not yet received the payment.

According to our agreement, the payment was due on [Due Date]. I would appreciate it if you could provide an update regarding the status of the payment.

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

Best regards,

[Your Name]

[Your Contact Information]