

Dear [Recipient's Name],

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

We understand that situations can arise that may affect your ability to fulfill payment obligations. If you are experiencing any difficulties, please reach out to us so we can discuss potential options to help you.

It is important to address this matter promptly to avoid any further complications. Please contact us by [response deadline] so we can work together on a resolution.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]