

# Letter of Appeal for Payment Due

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[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 formally appeal for the payment due in relation to our recent shipment, which was significantly delayed.

According to our agreement, the payment of [amount] was to be made by [due date]. However, due to the unforeseen delays in the shipment, we understand that this payment has not yet been processed. We appreciate your understanding, and we strive to maintain our business relationship based on mutual respect and prompt dealings.

We kindly request that the payment be expedited at your earliest convenience, as it is crucial for our operations. If you require any further documentation or details regarding the shipment and the payment, please do not hesitate to let us know.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]