

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received [specific item or payment] that was due on [due date]. We understand that there can be unforeseen circumstances that may lead to delays.

Please let us know if there are any issues we can assist you with or if you need additional time. We value your partnership and are here to help.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]