

# Payment Confirmation Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the payment we discussed on [date]. As of today, we have not yet received the payment of [amount] for [service/product].

If you have already sent the payment, please disregard this message. Otherwise, I would appreciate it if you could provide an update on the status of this payment.

Thank you for your prompt attention to this matter. Please let me know if you have any questions or need further information.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]