

Payment Default Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to follow up regarding the outstanding payment of [Insert Amount] that was due on [Insert Due Date]. As of today, our records indicate that this payment has not yet been received.

We understand that oversights can happen, and we appreciate your attention to this matter. We kindly request that you arrange for the payment at your earliest convenience to avoid any late fees or disruptions in service.

If you have already sent the payment, please disregard this notice, and we apologize for any inconvenience. However, if you are facing any issues that may be preventing payment, please feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter. We look forward to resolving this with you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]