

Payment Confirmation Follow-up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the payment that was due on [Due Date]. We have not yet received the confirmation for the payment.

As per our records, the amount of [Amount] was scheduled for payment on [Scheduled Payment Date]. If the payment has already been made, please disregard this message. However, if you have not yet processed the payment, we would appreciate it if you could do so at your earliest convenience.

If there are any issues or questions regarding the payment, please do not hesitate to reach out to me directly.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]