

Follow-Up Request for Delayed Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the payment for the services provided on [Date of Service]. As of today, we have yet to receive the payment of [Amount Due], which was due on [Due Date].

We understand that oversights can happen, and we would greatly appreciate it if you could update us on the status of this payment at your earliest convenience. Your prompt attention to this matter would be highly valued.

If you have already processed this payment, please disregard this message. If not, please let me know if there are any issues that we can assist you with.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]