

Payment Follow-Up

Dear [Contractor's Name],

I hope this message finds you well. I am writing to follow up on the pending payment for the project [Project Name or Description] completed on [Completion Date]. According to our agreement, the payment was due on [Due Date].

Please let me know the status of this payment. If there are any issues or if further information is required, feel free to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]