

# Payment Follow-Up for Pending Dues

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to follow up regarding the outstanding payment for the construction project at [Project Location]. As per our records, the total amount of [Amount Due] was due on [Due Date].

We understand that delays can happen, and if there are any issues or concerns that we should be aware of, please do not hesitate to reach out to us. We highly value our partnership and your timely response on this matter would be greatly appreciated.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]