

Dear [Partner's Name],

I hope this message finds you well. I am writing to discuss our current payment obligations as outlined in our agreement dated [Agreement Date]. It has come to my attention that there are outstanding payments that need to be addressed.

As per our agreement, the payment schedule was to be as follows:

- Invoice #1: [Amount] due on [Due Date]
- Invoice #2: [Amount] due on [Due Date]

We value our partnership and want to ensure that all obligations are met in a timely manner. Please let me know if there are any issues or if you require further clarification regarding these payments.

I look forward to your prompt response so we can resolve this matter amicably.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]