

Payment Concern Letter Template

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address some concerns regarding the recent payment issues we have experienced.

On [Insert Date], we processed a payment for [Insert Description of Service/Product], but it appears that the payment has not yet been received on your end. Our transaction reference number is [Insert Transaction Number].

We would appreciate your prompt attention to this matter, as it is crucial for maintaining our ongoing relationship. If there are any issues or additional information needed to process this payment, please let us know at your earliest convenience.

Thank you for your understanding and cooperation. We look forward to resolving this issue swiftly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]