

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request to Expedite Pending Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention the pending payment for [Invoice Number or Description of Goods/Services] which was due on [Due Date].

As of today, I have yet to receive this payment, and I would greatly appreciate your assistance in expediting its release. The payment amount is [Amount Due], and timely settlement is crucial for [mention any reason, e.g., cash flow reasons, ongoing operations].

I understand that there may be reasons for the delay, and I am more than willing to discuss any issues or provide further documentation if needed. Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Company's Name, if applicable]
[Your Contact Information]