

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Concern Regarding Payment Delay

I hope this message finds you well.

I am writing to formally address our ongoing concerns regarding the delay in payment associated with [specific invoice number or agreement reference]. As per our agreement dated [reference date], the payment was due on [due date].

Unfortunately, we have yet to receive the payment, which has prompted us to reach out for clarification on this matter. We understand that unforeseen circumstances can arise, and we would appreciate any updates you can provide regarding the status of this payment.

We value our partnership and hope to resolve this situation amicably.

Please let us know if there are any issues we should be aware of, or if there is any information we can provide to expedite the process.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]