

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss an issue regarding a payment that was due on [due date].

Unfortunately, I have not yet received the payment for [describe the service/product] totaling [amount], which was expected by the aforementioned date. I would appreciate it if you could provide an update on the status of this payment.

If there are any issues or additional information needed from my side, please let me know. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]