

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

Dear [Recipient's Name],

Subject: Follow-Up on GGT Payment

I hope this message finds you well.

We are writing to follow up on the pending GGT payment for the invoice [Invoice Number], dated [Invoice Date], which was due on [Due Date]. As of today, we have not yet received the payment and wanted to check in regarding its status.

Details of the Invoice:

- Invoice Number: [Invoice Number]
- Amount Due: [Amount]
- Due Date: [Due Date]

We understand that delays can occur and would appreciate any updates you can provide regarding this matter. If the payment has already been processed, kindly disregard this letter.

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization Name]