

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on GGT Payment

I hope this message finds you well.

I am writing to follow up regarding the GGT payment that was initially due on [Due Date]. As of today, we have not yet received the payment, which amounts to [Payment Amount].

We understand that oversights can occur, and we would appreciate it if you could confirm the status of this payment at your earliest convenience.

If you have already sent the payment, please disregard this message.

Otherwise, we kindly ask if you could process the payment or provide an update on the timeline we might expect.

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

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]