

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express our concerns regarding an outstanding payment that was due on [original due date]. As of today, the amount of [amount owed] remains unpaid, and we wanted to touch base to understand if there are any issues that need to be addressed.

We value our business relationship with you and appreciate your attention to this matter. Timely payments are crucial for us to maintain the quality of service you have come to expect. If there are any discrepancies or if you require additional documentation to process the payment, please let us know.

We kindly ask that you provide an update on the status of the payment by [response deadline]. It would help us immensely in our financial planning to understand your position.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]