

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the payment processing for [describe the service/product] that was provided on [date of service/product delivery].

As of today, I would like to confirm that [amount due] is outstanding. I kindly request that you process this payment at your earliest convenience. Please find the payment details below:

- Amount Due: [Amount]
- Due Date: [Due Date]
- Payment Method: [Bank Transfer, Credit Card, etc.]
- Account Information: [Bank Name, Account Number, etc. if necessary]

If you have any questions or concerns regarding this payment, please do not hesitate to reach out to me directly. Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Position/Title]
[Your Company Name]