



Email Template

To	 Person  Person  Person
Cc	 Person
Bcc	 Person
Subject	Outstanding Payment for [Project Name]

Hi [Client Name],

I hope you're doing well.

Just following up regarding the remaining **50% payment** for **[Project Name]**. As we agreed, the balance was due once the final work was delivered, and the project was delivered on **[Delivery Date]**.

I'd appreciate it if you could process the remaining payment of **[Amount]** by **[Payment Due Date]**. If you've already sent it, please send me the payment confirmation.

Thank you, and I look forward to hearing from you.

Best,
[Your Name]
