**Date:**

**To\**

**[The Recipient]  
[Department]**

**<generally follow up emails bear the same subject>**

Dear [NAME],

Thanks a lot for writing to me and providing me a chance to write as a follow-up to this.

At this moment, I request you to back pay that is in arrears from [SPECIFY DATE] to [SPECIFY DATE]. I have not been paid during this time due to technical problems and issues found in the current deficit of the company. I had been assured and taken under much confidence that it will be done not later than [DATE] but unfortunately, it has taken [X] months.

[NAME], the unpaid amount and the lag in the time of payment has immensely affected my life in various ways. I have not been able to pay my credit payments to the bank regularly and I am afraid that I can be blacklisted for that. Moreover, I have not been able to pay my house rent and other bills due to the financial instability that came upon me by the delay of the payment.

However, I am not afraid of losing my amount as I believe the competent authorities in the company, but I am afraid of losing the trust of my debtors and creditors. Furthermore, the matter has been harmful to my mental health as I am disturbed by such a lag in the payment. Please pay kind attention to this matter and give prompt action for the payment you owe to me.

I have enclosed the timesheet of my working hours, as I have worked for extra time for several days in the last month, I am sending proof of the time I have given. I shall be highly thankful.

I am looking forward to your kind and prompt response. Thank you.

Regards

[NAME]  
[DEISGNATION]  
[COMPANY]