






<b>To</b>	 Person  Person  Person
<b>Cc</b>	 Person
<b>Bcc</b>	 Person
<b>Subject</b>	(Insert-Name-of-Project/Workshop/Talk/etc)

Hello (Insert-Name),

Just wanted to follow up on (Insert-Name-of-Commission/Workshop/Talk/etc) with you.

I sent you the final copy (Insert-Date-or-Estimate-of-Date)[, and completed (Insert-Number-of-Revisions-Completed) revisions.] I am hoping to receive payment by the end of (Insert-Month-Here,) does this seem possible?

Please let me know if you have any questions or need any information from me to move forward!

Thanks,  
(Insert-Your-Name)

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