

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Payment Request
Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the payment due for [describe the service or goods provided], which was invoiced on [invoice date]. The amount of [amount due] was due on [due date], and as of today, we have not yet received payment.

As per our agreement and the terms outlined in the invoice #[invoice number], please remit payment at your earliest convenience. Kindly find attached a copy of the invoice for your reference.

If you have already sent the payment, please disregard this notice.

Otherwise, I would appreciate your immediate attention to this matter to avoid any late fees or disruption in our services.

Thank you for your prompt attention to this issue. Should you have any questions, please feel free to contact me directly.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Your Company Phone Number]
[Your Company Email Address]