

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Request for Invoice #[Invoice Number]

I hope this letter finds you well. I am writing to formally request payment for invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date].

As of today, total payment of [Amount Due] remains outstanding. The details of the invoice are as follows:

- Description of products/services: [Brief Description]
- Invoice Amount: [Amount]
- Payment Due Date: [Due Date]

We kindly ask that you process this payment at your earliest convenience to avoid any late fees or disruptions in services.

Please find attached a copy of the invoice for your reference. If you have already sent the payment, please disregard this notice.

Thank you for your prompt attention to this matter. Should you have any questions or need further assistance, feel free to reach out to me directly.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]