

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

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

Dear [Recipient Name],

Subject: Payment Request

I hope this message finds you well.

I am writing to formally request payment for invoice #[Invoice Number], which was issued on [Invoice Date] and due on [Due Date]. The total amount due is [Amount Due].

Please find the invoice attached for your reference. We would appreciate it if you could process this payment at your earliest convenience to avoid any late fees.

If you have any questions or need further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]