

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Request

I hope this letter finds you well. I am writing to formally request payment for [describe the service/product provided] rendered on [date]. According to our agreement, the total amount due is [amount]. The payment was originally due on [due date], and as of today, it remains outstanding.

Please find attached [any necessary documents, such as an invoice or contract] for your reference. I kindly ask that the payment be processed by [new deadline if applicable].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]