

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Service Payment Request

I hope this message finds you well. I am reaching out to request payment for the services rendered on [specific service details] that were completed on [completion date]. The total amount due is [amount in dollars].

As per our agreement, payment was to be made by [due date]. Please find attached the invoice for your reference.

I would appreciate your prompt attention to this matter and kindly request that the payment be processed at your earliest convenience. Should you have any questions or require further details, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name] (if applicable)
[Your Company Contact Information]