

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: GGT Payment Notification

We hope this letter finds you well. This is to formally notify you regarding the GGT payment for [specify period or service], which is due on [due date].

The details of the payment are as follows:

- Invoice Number: [Invoice Number]
- Amount Due: [Total Amount]
- Payment Method: [Payment Method]
- Due Date: [Due Date]

We kindly request that the payment be processed by the specified due date to avoid any late fees or disruptions in service. Should you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]