

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

[Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Subject: GGT Payment Request

Dear [Client's Name],

I hope this message finds you well. As per our agreement, I am writing to kindly remind you regarding the payment for the services I provided on [specific project or service] completed on [completion date].

According to our contract, the total amount due is [insert amount]. I would appreciate it if you could process the payment by [specific due date]. If the payment has already been made, please disregard this notice.

Please find the payment details below:

- Payment Method: [Bank Transfer/PayPal/etc.]
- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Routing Number: [Your Routing Number] (if applicable)

Your prompt attention to this matter is greatly appreciated. If you have any questions or require further information, please feel free to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]