

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

Subject: Payment Request for GGT Services

Dear [Recipient's Name],

I hope this message finds you well.

We are writing to formally request payment for the services rendered as part of our GGT (Gamma-Glutamyl Transferase) testing and analysis. Below are the details of the services provided:

- Invoice Number: [Invoice Number]
- Date of Service: [Service Date]
- Description of Services: [Brief Description of Services]
- Amount Due: [Total Amount]

As per the agreed terms, payment is due by [Due Date]. We kindly ask that you process this payment at your earliest convenience. Please refer to the payment instructions included on the invoice.

Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]