

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Expedited Payment

I hope this message finds you well. I am writing to formally request the expedited payment of invoice number [Invoice Number], issued on [Invoice Date], for the amount of [Invoice Amount].

Due to [reason for requesting expedited payment, e.g., unexpected expenses or cash flow issues], timely processing of this payment would be incredibly helpful. As per our agreement, the payment was due on [Original Due Date], and I would greatly appreciate any assistance you can provide in expediting this payment.

Thank you for your attention to this matter. Please let me know if you require any additional information or documentation. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]