

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Release Request

I hope this message finds you well.

I am writing to formally request the release of payment for [specific service or product] rendered on [date]. The invoice number [invoice number] was submitted on [submission date], and according to our agreement, the payment is now due.

Please find the necessary details below:

- Invoice Number: [invoice number]
- Invoice Date: [invoice date]
- Amount Due: [amount]
- Payment Due Date: [due date]

We appreciate your prompt attention to this matter and look forward to your confirmation of the payment release. Should you require any further information, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]