

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Payment Release

I hope this message finds you well. I am writing to formally request the release of payment for [mention the reason for the payment, e.g., services rendered, invoice number, etc.] that was due on [due date].

As per our agreement, the total amount of [amount] was due on [due date].

However, I have not yet received the payment. I kindly ask that this matter be addressed at your earliest convenience.

Please let me know if you require any additional information to facilitate the payment process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]

[Your Company Name (if applicable)]