

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

Dear [Recipient's Name],

Subject: Request for Release of Payment

I hope this letter finds you well. I am writing to formally request the release of payment for [briefly describe the service or product provided, including any relevant details such as invoice number, date, and amount]. As per the agreed terms outlined in our contract, the payment was due on [mention due date]. We have fulfilled all obligations and requirements stated therein, and I have attached the relevant documents for your reference.

We kindly ask that the payment of [amount] be processed at your earliest convenience. If there are any further questions or additional information needed to expedite this matter, please do not hesitate to contact me.

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

Sincerely,

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