

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

Dear [Recipient Name],

Subject: Request for Payment Release

I hope this letter finds you well. I am writing to formally request the release of payment for [describe the service or goods provided, including invoice number or reference if applicable].

As per our agreement/contract dated [insert date], the total amount due is [insert amount], and the payment was scheduled for release on [insert due date].

We have fulfilled all the necessary obligations as outlined in our agreement and attached supporting documents for your reference.

I would appreciate it if you could process the payment at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position (if applicable)]

[Your Company Name (if applicable)]