

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

Dear [Recipient's Name],

Subject: Request for Release of Payment

I hope this message finds you well. I am writing to formally request the release of payment for [describe the service/product] rendered on [date]. According to our agreement dated [agreement date], the total amount due is [amount]. As of today's date, we have not yet received the payment, which was due on [due date].

I kindly ask that you process this payment at your earliest convenience. Attached are copies of the relevant documents for your reference.

Thank you for your prompt attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name]