

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

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

Subject: Payment Release Letter

Dear [Recipient's Name],

I hope this message finds you well.

We are writing to confirm the release of payment owed to you for [brief description of the service/product]. According to our records, the amount of [amount] is now due as per the terms of our agreement.

The payment details are as follows:

- Invoice Number: [Invoice Number]
- Amount Due: [Amount]
- Payment Method: [Payment Method]

We kindly request you to confirm receipt of this letter and inform us once the payment has been processed. If you have any questions or need further clarification, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]