

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Release Request

I hope this message finds you well. I am writing to formally request the release of payment due for [briefly describe the service/product, e.g., "the services rendered in the month of September 2023 in accordance with our contract dated [contract date]"].

As per our agreement, the payment of [amount] was scheduled for release on [due date]. However, as of today, I have yet to receive the funds. I would appreciate your assistance in expediting this process.

Please find attached the relevant documents supporting this request, including [list any attached documents, e.g., invoice, contract, etc.].

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]