

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

Dear [Recipient Name],

Subject: Payment Release Request

I hope this message finds you well. I am writing to formally request the release of payment for [brief description of the service/product provided or project completed], as per our agreement dated [insert date of agreement].

The total amount due is [insert amount], and the payment was initially scheduled for release on [insert payment due date].

To facilitate the release, I have attached [mention any supporting documents, if applicable, such as invoices, contracts, or receipts].

Please let us know if you require any additional information or documentation to expedite this process.

We appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your cooperation.

Sincerely,

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