

[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 letter finds you well. I am writing to request the release of payment for [specify the service/product] provided on [specify date]. The total amount due is [specify amount], as per our agreement.

We have completed the necessary requirements outlined in our contract, and all relevant documentation has been submitted. Please find attached copies of [mention any attached documents, e.g., invoices, receipts, etc.], for your reference.

I would appreciate your assistance in processing this payment at your earliest convenience. Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]