

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

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

Dear [Recipient's Name],

Subject: Release of Payment

I hope this message finds you well.

I am writing to formally request the release of payment for [specific service, product, or project] as per our agreement dated [date of agreement]. The total amount due is [amount], and all requisite documents have been submitted as per the terms outlined in our contract.

Please find attached [list any attached documents, e.g., invoice, completion certificate] for your reference.

I appreciate your prompt attention to this matter and look forward to your confirmation of the payment release.

Thank you for your cooperation.

Sincerely,

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