

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

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request the release of funds pertaining to [specific project or service], which was completed on [completion date]. As agreed upon in our contract dated [contract date], the total amount due is [amount].

Please let us know if you require any additional documentation or if there are any outstanding issues that need to be addressed before the payment can be processed. We appreciate your prompt attention to this matter, as these funds are essential for [brief explanation of need for funds].

Thank you for your cooperation. I look forward to your swift response.

Best regards,

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