

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

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

Subject: Money Recovery Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the recovery of the amount of [Amount Due] that is owed to me, which was due on [Due Date].

The details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Date of Transaction: [Transaction Date]
- Description of Goods/Services: [Description]

Despite previous reminders, I have not yet received the payment. I kindly ask that you process this payment by [New Due Date] to avoid any further action.

Please let me know if you need any further information. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]