

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment Request for [Invoice/Service/Product Name or Number]

I hope this message finds you well. I am writing to formally request payment for [describe the service/product] provided to [Client/Company Name] on [date of service/product delivery].

The details of the invoice are as follows:

- Invoice Number: [Invoice Number]
- Amount Due: [\$ Amount]
- Due Date: [Due Date]

As of today, the payment remains outstanding, and I would appreciate your prompt attention to this matter. Please let me know if there are any issues or further information needed to process this payment.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

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