

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Payment Request

Dear [Recipient's Name],
I hope this message finds you well. I am writing to formally request
payment for [describe the service/product provided] rendered on [date].
The total amount due is [amount].

As per our agreement, the payment was due on [due date], but I have not
yet received it. I would appreciate it if you could expedite this payment
at your earliest convenience.

Please find attached the invoice for your reference.

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

Sincerely,

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