

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

[Recipient Name]

JYP Construction

[Company Address]

[City, State, ZIP Code]

Subject: Payment Request for [Invoice Number/Project Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request payment for [describe services/rendered work] related to [project name or description] as per our agreement.

The details of the payment request are as follows:

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

I kindly ask you to process this payment at your earliest convenience. Should you have any questions or require additional information, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name] (if applicable)