

[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 via Xoom

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the payment of [amount] that is due for [description of services rendered, products provided, or debts owed].

As per our agreement on [date of agreement], the payment was due on [due date]. To facilitate the payment process, I would like to request that you send the payment through Xoom. My Xoom account information is as follows:

- Recipient's Name: [Your Name]
- Email Address: [Your Email Address]
- Amount: [Specify Amount]

If you have any questions or require further details, please do not hesitate to reach out. Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]