

[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]

Subject: Request for Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request payment for the outstanding amount of [insert amount] that was due on [insert due date] for [brief description of goods/services provided]. Despite previous communications regarding this matter, I have yet to receive the payment. As per our agreement dated [insert date of agreement], the payment was to be made within [insert payment terms, e.g., 30 days] of receipt of the invoice.

Please find the details of the outstanding amount below:

- Invoice Number: [insert invoice number]
- Invoice Date: [insert invoice date]
- Amount Due: [insert amount]

I kindly ask that you remit the full payment by [insert new due date], to avoid any further actions that may be necessary to collect this debt.

Payment can be made via [insert payment methods, e.g., check, bank transfer] to the following account: [insert payment details].

If you have already sent the payment, please disregard this notice.

Otherwise, I look forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name, if applicable]