

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Payment Request for Invoice #[Invoice Number]

I hope this message finds you well. We appreciate the opportunity to work with you and hope you are satisfied with our services.

This letter is to formally request payment for invoice #[Invoice Number], which was issued on [Invoice Date]. As of today, the total amount of [Invoice Amount] remains outstanding, and the due date for this payment was [Due Date].

For your convenience, I have included the payment details below:

- Invoice Number: [Invoice Number]

- Amount Due: [Invoice Amount]

- Due Date: [Due Date]

- Payment Method: [Payment Method]

We kindly ask that you process this payment at your earliest convenience to avoid any late fees. If you have already sent the payment, please disregard this notice, and let us know the payment details for our records.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact me directly.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]