

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

[Consultant's Name]
[Consultant's Address]
[City, State, Zip Code]

Subject: Payment Request for Consulting Services

Dear [Consultant's Name],

I hope this message finds you well.

I am writing to formally request the payment for the consulting services rendered as per our agreement dated [insert date]. The details of the services provided are as follows:

- Description of Services: [Briefly describe the services provided]
- Dates of Service: [Insert dates]
- Invoice Number: [Insert invoice number if applicable]
- Payment Amount Due: [Insert amount]

As per our agreement, payment was due on [insert due date]. I would appreciate it if you could process this payment at your earliest convenience. Please let me know if you require any additional information or have any questions regarding this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]