

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

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Payment Request for Services Rendered

I hope this letter finds you well. I am writing to formally request the payment for the services rendered as per our contract dated [Contract Date].

As per our agreement, the total amount due is [Total Amount Due], which covers the following services:

- [Service 1 Description] - [Amount]
- [Service 2 Description] - [Amount]
- [Any additional services] - [Amount]

The payment was originally scheduled for [Original Payment Date], and we would appreciate it if you could process this payment at your earliest convenience. Please find attached the invoices corresponding to the services listed above for your reference.

Payment can be made via [Payment Method - e.g., bank transfer, check, etc.] to the following details:

[Payment Details]

If you have any questions or need further information, please do not hesitate to contact me. Thank you for your timely attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]