

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request payment for the services rendered at the [Event Name] that took place on [Event Date].

As per our agreement, the total amount due for the event services is [Total Amount]. This includes [briefly list services provided--e.g., catering, decorations, audio-visual support, etc.].

Please find attached the invoice for your reference. We kindly ask that the payment be processed by [due date].

Thank you for your attention to this matter. Should you have any questions or require further details, please feel free to reach out.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]