

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

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

Dear [Client's Name],

Subject: Payment Request for [Project/Service Name]

I hope this message finds you well. I am writing to formally request payment for the [services rendered/project completed] that was delivered on [delivery date]. As per our agreement, the total amount due is [total amount].

[Provide a brief description of services rendered, including any relevant details or achievements related to the project.]

According to our contract, payment was due on [due date]. As of today, the payment is [number of days overdue] days overdue. I kindly ask that you process the payment at your earliest convenience.

Please find the invoice attached for your reference.

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

Best regards,

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