

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

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

Dear [Recipient Name],
Subject: Payment Request

I hope this message finds you well.

I am writing to formally request payment for [describe the service/product provided] which was due on [due date]. As of today, the outstanding amount is [amount owed].

Please find attached [any relevant documents, invoices, etc.]. I would appreciate it if you could process this payment at your earliest convenience.

Should you have any questions or require further information, please feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

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