

Payment Request Letter

From:

John Doe
Accounts Department
XYZ Company Pvt. Ltd.
123 Business Street
City Name, State, ZIP Code
Email: johndoe@xyzcompany.com
Phone: (123) 456-7890

To:

Mr. Aditya Sharma
Accounts Manager
ABC Enterprises Ltd.
456 Industrial Area
Another City, State, ZIP Code

Date: June 12, 2024

Subject: Request for Payment of Outstanding Invoice No. 2541

Dear Mr. Sharma,

I hope this letter finds you well. This is a kind reminder regarding the outstanding payment for Invoice No. 2541, dated May 1, 2024, amounting to USD 3,500, which was due on May 31, 2024.

As per our records, the payment has not been received yet. We kindly request you to process the outstanding amount at the earliest. The timely settlement of this invoice will ensure the continuation of smooth business operations between our companies.

Please find attached a copy of the invoice for your reference. In case the payment has already been made, kindly disregard this letter and provide us with the payment details. Otherwise, we request you to settle the dues within the next 7 days.

Should you have any queries or require further clarification, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

John Doe
Accounts Department
XYZ Company Pvt. Ltd.

Important Notes:

- Be professional and polite in your tone throughout the letter.
- Mention invoice details and due dates clearly for reference.
- Attach supporting documents, such as a copy of the invoice.
- State the amount due and request for payment within a reasonable period.

- Include your contact information for any queries or clarifications.
- Follow up separately if there is no response within the stipulated period.