

Payment Request Statement

To:
[Recipient Name]
[Recipient Company]
[Address Line 1]
[Address Line 2]
From:
[Your Name]
[Your Company]
[Your Address Line 1]
[Your Address Line 2]
Date: [Issue Date]
Statement No.: [Statement Number]
Reference: [Project/Invoice Reference]

Project/Service Details

Description: [Brief description of goods/services delivered]
Period Covered: [Start Date] to [End Date]

Payment Summary

Description	Amount
[Service/Product Name 1]	[Amount 1]
[Service/Product Name 2]	[Amount 2]
Subtotal	[Subtotal]
Taxes ([Tax %])	[Tax Amount]
Total Amount Due	[Total Amount]

Payment Terms: [e.g. Net 30 days from date of statement]
Payment Instructions:
[Bank Name]: [Bank Details]
[Account Number]: [XXXX-XXXX-XXXX]
[Other Instructions]

Authorized Signature

Date

Important Notes

- This statement serves as a formal request for payment for the services/goods outlined above.
- Please ensure payment is made to the account details provided and include the statement number as reference.
- If you have any questions or discrepancies, contact us within 7 days of receipt.
- Retention of this document is recommended for your financial records.

