

# 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]
<b>Subtotal</b>	[Subtotal]
Taxes ([Tax %])	[Tax Amount]
<b>Total Amount Due</b>	<b>[Total Amount]</b>

**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.

