

From:

[Your Name]
[Your Position, if applicable]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Position, if applicable]
[Recipient Company/Organization]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, ZIP Code]

Subject: Formal Payment Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request payment for the outstanding balance of [Amount] relating to [invoice number or description of goods/services provided], which was due on [original due date].

As of today, the amount of [Amount] remains unpaid. Kindly find the details below:

Invoice Number: [Insert Invoice Number/Reference]

Amount Due: [Amount]

Payment Due Date: [Due Date]

I would appreciate it if you could process this payment at your earliest convenience. If you have already made the payment, please disregard this letter. Should you require any clarification or further documentation, do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

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

Important Notes:

- Ensure all relevant details (amount, invoice number, due date) are accurate and clearly mentioned.
- Keep your tone professional and polite throughout the letter.
- Attach supporting documents such as invoices or receipts, if applicable.
- Retain a copy of the letter for your records.
- Follow up if you do not receive a response within the specified timeframe.