

From,
Mr. John Doe
Manager, ABC Enterprises
123 Market Street
Cityville, 12345

To,
Ms. Jane Smith
Purchase Manager, XYZ Pvt. Ltd.
456 Commerce Avenue
Townsville, 54321

Date: June 22, 2024

Subject: Request for Payment for Goods Delivered

Dear Ms. Smith,

I hope this letter finds you well. This is to formally request the release of payment for the goods delivered as per Purchase Order No. XYZ-2024-005, dated May 12, 2024.

The delivery of the items was completed on May 27, 2024, and the delivery note and invoice (No. 100132) were duly acknowledged by your representative.

As per our agreed terms, the payment was due within 15 days of delivery. However, as of the date of this letter, the outstanding amount of \$5,000 remains unpaid.

Kindly arrange for the payment at your earliest convenience. Enclosed are copies of the invoice and delivery note for your reference.

Please do not hesitate to contact me for any queries or clarifications.

Thank you for your prompt attention to this matter.

Sincerely,
John Doe
Manager, ABC Enterprises

Important Notes:

- Always attach copies of relevant documents (invoices, delivery notes, purchase orders).
- Clearly mention payment terms and outstanding amount.
- Maintain a professional and courteous tone.
- Keep a record of all correspondence for future reference.
- Follow up if payment is not received within the stipulated period.