

Standard Payment Request Letter

Date: June 20, 2024

From: John Doe
Accounts Department
XYZ Corporation
123 Main Street, Suite 200
Cityville, Country
To: Mr. Robert Smith
Finance Manager
ABC Enterprises
456 Commerce Ave.
Cityville, Country

Subject: Request for Payment Settlement

Dear Mr. Smith,

We wish to remind you that Invoice No. 10235, issued on May 20, 2024, for the total amount of \$5,800, is now overdue for payment. As per our agreed terms, payment was due on June 10, 2024.

We kindly request you to arrange the payment at your earliest convenience. Please find attached a copy of the invoice for your reference. If you have already made the payment, please disregard this letter.

If you require any clarification or wish to discuss this matter further, please feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

John Doe
Accounts Department
XYZ Corporation

Important Notes:

- Always include accurate invoice details and amounts.
- Specify payment due dates clearly.
- Maintain a professional and polite tone throughout the document.
- Add your contact information for any required follow-ups.
- Retain a copy of the letter for your records.