

June 15, 2024

Mr. John Doe

Accounts Manager

XYZ Corporation

1234 Market Street

Anytown, State ZIP

Subject: Formal Request for Payment Settlement

Dear Mr. Doe,

I am writing to formally request the settlement of the outstanding payment pertaining to Invoice No. 2024-5678, dated May 5, 2024, amounting to \$4,500.00. According to our records, this payment was due on June 1, 2024, but remains unsettled as of today's date.

We kindly ask you to review this matter at your earliest convenience and initiate the payment process within the next 7 days to avoid any possible disruption to our business relationship.

Should you require any clarification or further supporting documents regarding this invoice, please feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]

- Always include invoice references and amounts when requesting payment settlements.
- Maintain a professional and courteous tone throughout the document.
- Retain a copy of the request for your records and follow up if necessary.
- Attach any relevant supporting documents to facilitate the payment process.
- Ensure all contact details are accurate for easy communication.