

Date: [DD/MM/YYYY]  
From: [Your Name]  
[Your Position, if applicable]  
[Your Company Name]  
[Address Line 1]  
[Address Line 2]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]

## Subject: Payment Request for Invoice [Invoice Number]

Dear [Recipient's Name],

I hope this letter finds you well.

This is to kindly remind you that payment for Invoice No. [Invoice Number], dated [Invoice Date], amounting to [Amount], remains outstanding. According to our agreed terms, the payment was due on [Due Date].

We kindly request you to process the payment at your earliest convenience to avoid any interruption to our services. Please find the invoice attached for your reference.

If you have already made the payment, please disregard this notice. Should you require any further clarification or documents, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Contact Information: Email/Phone]

### Important Notes:

- Always mention accurate invoice numbers and dates for reference.
- Maintain a professional and polite tone throughout the document.
- Attach supporting documents (e.g., the original invoice) if possible.
- Keep a copy of the letter and delivery confirmation for your records.
- Specify clear payment instructions when needed.