

# Prompt Payment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request prompt payment for invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date]. The total amount outstanding is [Amount Due].

As of today, the total amount remains unpaid. If the payment has already been made, please disregard this letter. Otherwise, I would appreciate your immediate attention to this matter.

Thank you for your cooperation, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]