

# Freight Bill Payment Request

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request payment for the freight bill related to our recent shipment, invoice number [Insert Invoice Number], dated [Insert Invoice Date].

The total amount due is [Insert Amount], with a payment due date of [Insert Due Date]. Please refer to the attached documents for your reference.

We appreciate your prompt attention to this matter and look forward to your timely payment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]