

# Payment Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Subject: Payment Claim for [Service/Product] Provided

Dear [Beneficiary Name],

I hope this message finds you well. I am writing to formally claim payment for [Service/Product] provided on [Date of Service/Product Delivery]. The agreed amount for this service/product is [Amount].

Below are the details of the transaction:

- Invoice Number: [Insert Invoice Number]
- Date of Invoice: [Insert Invoice Date]
- Due Date: [Insert Due Date]

As per our agreement, I kindly request that this payment be processed by [New Due Date]. Please find the bank details below for the transfer:

**Bank Name:** [Your Bank Name]

**Account Name:** [Your Account Name]

**Account Number:** [Your Account Number]

**IBAN:** [Your IBAN]

**SWIFT/BIC:** [Your SWIFT/BIC]

Please let me know if you require any further information or clarification regarding this claim. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]