

# Vendor Payment Request

Date: [Insert Date]

[Vendor Name]  
[Vendor Address Line 1]  
[Vendor Address Line 2]  
[City, State, ZIP Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to formally request the payment for invoice # [Insert Invoice Number], dated [Insert Invoice Date], in the amount of [Insert Amount]. According to our agreement, this payment was due on [Insert Due Date].

Attached you will find a copy of the invoice for your reference. We appreciate your prompt attention to this matter, and kindly ask that the payment be processed by [New Desired Payment Date].

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State, ZIP Code]  
[Your Phone Number]  
[Your Email Address]