

Payment Claim Letter

Date: [Insert Date]

To: [Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally submit a payment claim related to our contract dated [Insert Contract Date], regarding [Brief Description of the Work/Service]. As per our agreement, payments were to be made in accordance with the milestones outlined in the contract.

As of today, [Insert Date], we are currently in default on our agreed payment schedule due to non-receipt of [Insert Amount] that was due on [Insert Due Date]. Despite previous reminders and discussions regarding this matter, the payment remains outstanding.

In accordance with the terms of our contract, I kindly request immediate payment of the overdue amount. Attached you will find copies of the relevant invoices and communications for your reference.

Please make the payment to the following bank account details: [Insert Bank Details]. Should you have any questions or wish to discuss this matter further, feel free to contact me directly at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]