

Payment Request for Services Rendered

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient Name

Recipient Company Name
Recipient Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request payment for the services I rendered on [insert service details or project name] on [insert date of service]. As per our agreement, the total amount due is [insert amount].

Attached to this letter, please find the invoice (Invoice #[insert invoice number]) detailing the services provided and the corresponding payment terms.

I would appreciate it if you could process this payment at your earliest convenience. If you have any questions or need further information, please feel free to contact me.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position]