

# Payment Request

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request payment for the recent invoice ([Invoice Number]) dated [Invoice Date], which was due on [Due Date]. The amount of [Amount Due] is now outstanding.

We appreciate your partnership and the services provided. Timely payment is essential for us to maintain our commitments and ensure a smooth operation.

Please find attached a copy of the invoice for your reference. We kindly ask that the payment be processed by [New Due Date] to avoid any late fees.

If you have any questions regarding this request or the invoice, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]