

Payment Settlement Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the settlement of the outstanding payment of [amount] that was due on [due date]. Despite our previous conversations, we have not yet received this payment, which was for [brief description of services/products provided].

We would appreciate it if you could process this payment at your earliest convenience to avoid any further delays. If you need any additional information or documentation to facilitate this payment, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]