

# Payment Resolution Request Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a resolution regarding an outstanding payment associated with [invoice number or reference to services/products]. The payment was due on [due date], and as of today, I have not received it.

Details of the payment:  
Amount Due: \$[amount]  
Due Date: [due date]  
Invoice Number: [invoice number or other reference]

I would appreciate your prompt attention to this matter and kindly ask that you provide me with a status update on the payment. If there are any issues or further information needed from my side to resolve this, please do not hesitate to reach out.

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

Sincerely,  
[Your Name]  
[Your Position] (if applicable)  
[Your Company Name] (if applicable)