

Final Payment Follow-Up

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. We would like to take this opportunity to thank you for choosing us for [Project Name/Description]. We are pleased to inform you that the project has been completed as per the agreed timeline and specifications.

As per our agreement, we would like to remind you that the final payment of [Amount Due] is now due. We kindly request that you process this payment at your earliest convenience to close the project on a positive note.

If you have any questions or require further details, please do not hesitate to reach out to us.

Thank you for your attention to this matter, and we look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]