

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request payment for the pending service fee associated with [describe the service provided, e.g., "consultation services rendered on DATE"]. According to our records, the outstanding amount of [amount owed] remains unpaid.

As per our agreement, payment was due on [due date]. I understand that oversights can happen, and I would appreciate your prompt attention to this matter. Please find attached any relevant documents for your reference.

For your convenience, payment can be made via [mention payment methods or instructions]. If you have already processed this payment, please disregard this notice, and I would appreciate it if you could confirm the payment details.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]