

# Letter of Request for Resolution on Unpaid Service Fees

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally request your immediate attention to an outstanding issue regarding unpaid service fees for services rendered on [insert date of service]. Despite previous communications regarding this matter, I have yet to receive payment of [insert amount].

The details of the service provided are as follows:

- Service Description: [insert service description]
- Date of Service: [insert date]
- Invoice Number: [insert invoice number]

I kindly request that you process this payment at your earliest convenience. If there are any discrepancies or issues regarding the invoice, please do not hesitate to reach out, so we may resolve them promptly.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]