

Payment Request for Outstanding Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request payment for the outstanding invoice dated [insert invoice date] for services rendered. The total amount due is [insert amount].

As per our agreement, payment was due on [insert due date]. However, I have not yet received the payment. I kindly ask that you process this payment at your earliest convenience to avoid any late fees or service interruptions.

Please find the invoice attached for your reference. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]