

Payment Reminder Letter

Date: [Insert Date]

To,

[Contractor's Name]
[Contractor's Address]
[City, State, Zip Code]

Subject: Reminder for Last Payment Under Contractor Agreement

Dear [Contractor's Name],

This is a friendly reminder regarding the last payment for the services rendered as per our contractor agreement dated [Insert Agreement Date]. According to our records, the final payment of [Insert Amount] was due on [Insert Due Date].

We appreciate your hard work and professionalism throughout this project and kindly request that you arrange for the payment at your earliest convenience. Please find the payment details below:

Payment Method: [Insert Payment Method]
Account Number: [Insert Account Number]
Amount Due: [Insert Amount]

If you have already made this payment, please disregard this message. Should you have any questions or concerns, do not hesitate to contact me.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]