

Payment Request for Goods Delivered

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient 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 goods that were delivered on [Insert Delivery Date]. Below are the details:

- Invoice Number: [Insert Invoice Number]
- Order Reference: [Insert Order Reference]
- Amount Due: [Insert Amount Due]
- Due Date: [Insert Due Date]

As per our agreement, payment is expected within [Insert Payment Terms, e.g., 30 days] of the invoice date. We appreciate your prompt attention to this matter and look forward to receiving the payment at your earliest convenience.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]