

Payment Request for Services Rendered

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request payment for the services I provided, as outlined in our agreement dated [Insert Agreement Date]. The total amount due is [Insert Amount], which was invoiced on [Insert Invoice Date].

For your convenience, the details of the services rendered are as follows:

- Service description: [Insert Description]
- Date of service: [Insert Dates]
- Invoicing Number: [Insert Invoice Number]

Please remit the payment by [Insert Due Date]. Payment can be made via [Insert Payment Method]. If you have already sent the payment, please disregard this notice.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]