

Formal Request for Invoice Payment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the payment for Invoice #[Invoice Number] issued on [Invoice Date], which was due on [Due Date]. The total amount due is [Total Amount].

As of today, the payment is [Number of Days Late] days overdue. We would appreciate your prompt attention to this matter to avoid any late fees or penalties.

If you have already processed this payment, please disregard this letter. Otherwise, kindly let us know if you have any questions or require further details regarding the invoice.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]