

# Settlement Request for Outstanding Invoice

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the settlement of the outstanding invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount]. As per our agreement, the payment was due on [Due Date].

To date, we have not received the payment, and I kindly ask you to look into this matter. Please find attached a copy of the invoice for your reference.

If there are any issues regarding this matter, please do not hesitate to reach out to me directly. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]