

Invoice Settlement Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the swift settlement of the invoice number [Insert Invoice Number], which was issued on [Insert Invoice Date] and is currently past due. The total amount due is [Insert Amount].

Please find attached a copy of the invoice for your reference. We kindly ask that you process this payment at your earliest convenience to avoid any potential disruptions in our ongoing business relationship.

If you have already processed this payment, please disregard this notice. Otherwise, I appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]