

[Your Company Letterhead]

[Date]

[Client Name]

[Client Position, if applicable]

[Company Name]

[Company Address]

Dear [Client Name],

Subject: Request for Balance Payment Following Delivery

We hope this message finds you well. We are writing to express our appreciation for your valued business relationship and to formally remind you of the outstanding balance payment pertaining to your recent order, invoice number **[Invoice Number]**, dated **[Invoice Date]**.

As per our agreed terms, the total invoice amount for the delivered goods/services is **[Total Amount]**. We kindly note that a balance of **[Outstanding Balance]** remains unpaid as of today.

We would appreciate your prompt attention to this matter and request that the remaining balance be settled by **[Due Date]**, in accordance with our terms. Timely settlement of this payment will help us maintain a smooth workflow and continue providing you with the best possible service.

For your convenience, payment may be made to the following account:

[Bank Name / Account Details or Payment Instructions]

Please reference the invoice number when making your payment.

If you have already made this payment, please kindly disregard this notice. Should you have any questions or require further clarification regarding the invoice or payment process, please feel free to contact us at **[Your Contact Information]**.

Thank you very much for your prompt attention to this matter. We look forward to continuing our successful business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]