

Payment Request Letter for Services Rendered

A **payment request letter for services rendered** is a formal document sent by a service provider to a client, requesting payment for work completed. It typically includes details of the services provided, the agreed-upon payment terms, the amount due, and the payment deadline. Such a letter maintains professionalism while ensuring clear communication regarding financial obligations. For example, a payment request letter might state: *Dear Client, this letter serves as a reminder that payment of \$1,000 for consulting services rendered in April is now due. Please process payment by May 15 to avoid late fees. Thank you for your prompt attention.*

Template: Payment Request Letter for Services Rendered

[Your Name / Company Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]
[Date]
[Client's Name / Company Name]
[Client's Address]
[City, State, ZIP]
Subject: Payment Request for Services Rendered
Dear [Client's Name],
I hope this message finds you well. I am writing to formally request payment for the services rendered as detailed below:
Service(s) Provided: [Description of Services]
Date(s) of Service: [Date(s)]
Invoice Number: [Invoice Number, if applicable]
Amount Due: [Total Amount Due]
Payment Due Date: [Due Date]
As per our agreement, payment was expected by [Due Date]. As of today, this balance remains outstanding. Please arrange payment by [specific deadline, if any] to avoid any late fees.
Payment can be made via [Preferred Payment Method/instructions].
Should you have any questions or concerns regarding this invoice, please feel free to contact me at [Your Phone Number] or [Your Email Address].
Thank you for your prompt attention to this matter.
Sincerely,
[Your Name]
[Your Position, if applicable]

Example: Payment Request Letter

Sarah Johnson Consulting
123 Market Street
Springfield, IL 62701
sarah.johnson@email.com
(555) 123-4567
May 7, 2024
Bright Future Tech Solutions
456 Innovation Drive
Springfield, IL 62703
Subject: Payment Request for Consulting Services Rendered
Dear Mr. Thompson,
I hope this message finds you well. I am writing to remind you that payment for consulting services rendered in April 2024 is now due. As per our agreement, payment of \$1,000 was
Please process payment of \$1,000 by May 15, 2024, to avoid any late fees.
Payment can be made via bank transfer or check, as outlined in the original invoice.
If you have any questions, please contact me at (555) 123-4567 or sarah.johnson@email.com.
Thank you for your prompt attention to this matter.
Sincerely,
Sarah Johnson