

Letter for Payment Request

This template can be used by businesses and freelancers to politely remind clients about outstanding payments while maintaining professional relationships.

Sample Payment Request Letter

[Your Name / Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name / Company Name]
[Client's Address]
[City, State, ZIP Code]
Subject: **Payment Request for Invoice #**[Invoice Number]
Dear [Client's Name],
I hope this message finds you well. I am writing to remind you that payment for Invoice #**[Invoice Number]**, dated [Invoice Date], in the amount of [Invoice Amount], was due on [Due Date]. As of today, we have not yet received payment. Kindly let us know if there are any issues or questions related to this invoice. Otherwise, we would appreciate if you could process the payment. For your reference, please find the invoice details below:
- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Due Date: [Due Date]
- Amount Due: [Invoice Amount]
- Description: [Services/Products Provided]
You can submit payment via [preferred payment method].
If you have already made the payment, please disregard this notice and accept our thanks.
Thank you for your attention to this matter. Please feel free to contact me if you need further clarification.
Best regards,
[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]

Tips for Effective Payment Request Letters:

- Be clear and concise about the payment details and due date.
- Use polite and professional language throughout the letter.
- Attach or include a copy of the invoice for reference.
- Offer assistance if the client has questions or concerns.
- Keep a record of all correspondence regarding payment requests.