

Formal Payment Request Letter Template

This **formal payment request letter template** provides a clear and professional format to request outstanding payments efficiently. It includes sample wording that can be adapted to various situations, ensuring polite yet firm communication with clients or customers. By using this template, businesses can enhance their receivables process, maintain good relationships, and reduce payment delays through well-structured and respectful correspondence.

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Date: [Date]

[Recipient's Name]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: **Request for Payment – Invoice #[Invoice Number]**

Dear [Recipient's Name],

I hope this message finds you well. We are writing to remind you that payment for the following invoice is now overdue:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Invoice Date]
- **Amount Due:** [Amount Due]
- **Due Date:** [Due Date]

We kindly request that you process the outstanding payment within the next [number of days, e.g., 7 days] to avoid any late fees or interruption of services. For your convenience, payment can be made via [preferred payment method(s)].

Please see the attached invoice for your reference. If you have already sent the payment, kindly disregard this letter. Should you have any questions or concerns regarding this matter, please do not hesitate to contact us at [your phone number/email address].

Thank you for your attention to this matter. We appreciate your prompt response and ongoing partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]