

This **formal business letter sample for payment request to customer** provides a professional template to effectively communicate outstanding payment reminders. It is designed to maintain a courteous tone while clearly stating the payment terms, due amounts, and deadlines, thereby fostering positive customer relations and ensuring timely settlements. The letter serves as an essential tool for businesses to manage accounts receivable and uphold financial stability through respectful yet firm payment requests.

[Your Company Letterhead]

[Date]
[Customer Name]
[Customer Company Name]
[Customer Address]
[City, State ZIP Code]

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

Dear [Customer Name],

We hope this letter finds you well. We are writing to remind you that, according to our records, payment for invoice number **[Invoice Number]**, issued on **[Invoice Date]**, in the amount of **[Amount Due]** remains outstanding as of today. As per our agreed payment terms, the due date for this invoice was **[Due Date]**.

We kindly request that you arrange for payment at your earliest convenience. Please find the invoice details below:

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

If payment has already been made, please disregard this notice. Otherwise, kindly arrange settlement by **[New Payment Deadline, e.g., "within 7 days"]** to avoid any late fees or service interruptions.

For your convenience, payments can be made using the following methods:

[Payment Instructions/Bank Details/Online Payment Link]

If you have any questions regarding this invoice or your account, please feel free to contact us at **[Contact Number]** or **[Email Address]**.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Company Contact Information]