

Letter Requesting Outstanding Payment

A **letter requesting outstanding payment** is a formal communication sent by a creditor to a debtor to remind them of an unpaid invoice or overdue balance. This letter typically includes details about the amount owed, the original payment due date, and a polite request for prompt settlement to avoid further action.

[Your Name]
[Your Address]
[Date]

[Recipient's Name]
[Recipient's Address]

Subject: Request for Outstanding Payment

Dear [Recipient's Name],

I hope this message finds you well. This letter is to remind you that the payment of **[amount]** for invoice number **[invoice number]**, dated **[invoice date]**, is still outstanding. The due date for this payment was **[due date]**. Please arrange for the payment at your earliest convenience.

If you have already made the payment, kindly disregard this notice. Otherwise, we would appreciate your prompt attention to this matter to maintain our good business relationship.

Thank you for your cooperation.

Sincerely,
[Your Name]