

# Money Or Payment Claim Letter Sample

Subject: Money or Payment Claim

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring to your attention an outstanding payment that is owed to me by [Company Name]. Despite several attempts to resolve this matter, the payment has not been received, and it has now become necessary for me to formally request its settlement.

On [Date of Agreement/Invoice], I provided [details of the goods/services rendered]. As per our agreed-upon terms, the total amount due for this transaction is [Amount Due]. I have enclosed a copy of the invoice/agreement for your reference.

Despite sending multiple reminders and making numerous phone calls to your accounts department, I have not received any response or payment. It is disheartening to experience such a lack of communication and promptness, especially considering the positive working relationship we have enjoyed in the past.

I kindly request that you look into this matter urgently and ensure that the payment is made without any further delay. Prompt resolution of this issue will not only demonstrate your commitment to maintaining professional relationships but will also save us from unnecessary legal actions or involvement of a collections agency.

To facilitate the payment process, I have attached the relevant bank account details and payment instructions. Once the payment has been made, I kindly request that you notify me immediately so that I can reconcile my records accordingly.

If, for any reason, there is a dispute or misunderstanding regarding the payment, I am open to discussing and resolving the matter amicably. However, I must emphasize the importance of resolving this issue promptly, as the delay is causing me financial strain.

I believe in maintaining positive business relationships and resolving conflicts through open communication and fair treatment. Therefore, I trust that you will give this matter the attention it deserves and settle the outstanding payment as soon as possible.

Please feel free to contact me at [Phone Number] or [Email Address] to discuss this matter further or to provide any additional information you may require.

Thank you for your immediate attention to this matter. I look forward to a prompt resolution and the continuation of our positive business relationship.

Yours sincerely,

[Your Name]