

Formal letter requesting payment after completion of services

Subject: Payment Request for Services Rendered

Dear [Recipient's Name],

This is to confirm that the services requested under our agreement dated [date] have been completed and delivered successfully. As per the terms of the agreement, the payment of [amount] is now due.

We request you to release the payment at the earliest convenience to ensure continuity of our professional relationship. Please find the attached invoice for your reference.

Thank you for your business and prompt attention to this matter.

Best regards,

[Your Name]

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