

Outstanding Payment Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Outstanding Payment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring your attention to an outstanding payment that is overdue on the invoice [Invoice Number] dated [Invoice Date]. We greatly appreciate your business and the trust you have placed in our products/services. However, it has come to our attention that the payment has not been received as per the agreed-upon terms.

We understand that unforeseen circumstances may arise, causing delays in payments. Still, it is essential for us to receive the outstanding amount as soon as possible to ensure the smooth functioning of our operations and to continue providing you with exceptional products/services.

Below are the details of the unpaid invoice:

Invoice Number: [Invoice Number]

Invoice Date: [Invoice Date]

Due Date: [Due Date]

Amount Due: [Amount Due]

We kindly request you to review your records and process the payment at your earliest convenience. If the payment has already been made, we apologize for any oversight and request you to provide us with the transaction details to help us reconcile our accounts accurately.

Enclosed with this letter, you will find a copy of the invoice [or other relevant documents] for your reference. Please find the various payment methods listed below for your convenience:

1. **Online Payment:** You can make the payment through our secure online payment portal by visiting [Payment Portal URL].

2. **Bank Transfer:** You can transfer the funds directly to our bank account using the following details:

- Bank Name: [Bank Name]
- Account Name: [Account Name]
- Account Number: [Account Number]
- Routing Number: [Routing Number]
- SWIFT/BIC Code: [SWIFT/BIC Code]
- IBAN (if applicable): [IBAN]

If there are any concerns regarding the invoice or if you require any further information, please do not hesitate to contact our accounts department at [Accounts Department Contact Details] or email us at [Your Email Address].

We value your partnership and hope to resolve this matter amicably. Your prompt attention to this request will be highly appreciated. Thank you for your cooperation, and we look forward to continuing our fruitful business relationship.

Yours sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]