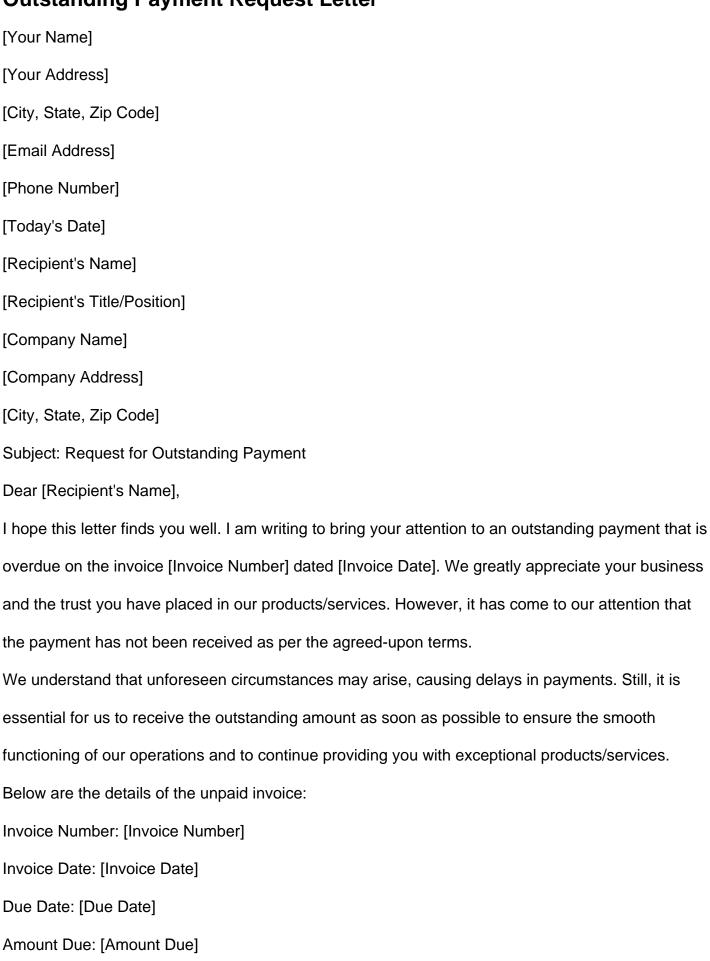
## **Outstanding Payment Request Letter**



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]