

Serious Outstanding Payment Request Letter

Subject: Urgent Payment Request for Invoice [Invoice Number]

Dear [Recipient Name],

Despite our previous reminders, the payment of [Amount] for invoice [Invoice Number], due on [Due Date], remains unpaid. Non-payment may result in additional charges or legal action.

Please settle the outstanding amount immediately to avoid escalation. Confirm receipt and action taken regarding this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/outstanding-payment-request-letter>