

# Payment Requisition Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Payment Requisition

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request payment for [describe the product or service provided]. As per the terms and conditions of our agreement/contract [mention the specific reference number or date if applicable], the payment is now due.

Below are the details of the transaction:

Invoice/Reference Number: [Insert Invoice/Reference Number]

Date of Invoice: [Insert Invoice Date]

Due Date: [Insert Due Date]

Total Amount: [Insert Total Amount]

Breakdown of Charges:

- [Item 1]: [Amount]

- [Item 2]: [Amount]

- [Item 3]: [Amount]

- [Add more items if necessary]

Please find attached the relevant documents and invoices to support this payment requisition. The payment can be made through [mention your preferred payment method, such as wire transfer, check, or online payment].

I kindly request that you process this payment as soon as possible to avoid any delays in settling the outstanding amount. Timely payment will not only ensure a smooth business relationship but also demonstrate your commitment to honoring the agreed-upon terms.

If there are any discrepancies or questions regarding the invoice, please do not hesitate to contact me at [your phone number] or via email at [your email address]. I am more than willing to address any concerns promptly.

Thank you for your attention to this matter. I look forward to receiving the payment confirmation at your earliest convenience.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]