

# Pending Or Outstanding Payment Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title (if applicable)]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Pending/Outstanding Payment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring your attention to an important matter regarding a pending payment for [goods/services provided].

As per our records, we provided [details of the goods/services provided] to your esteemed company on [date of transaction]. The agreed-upon payment for this transaction was due on [payment due date], as specified in the terms and conditions of our agreement.

However, we regret to inform you that the payment for the aforementioned transaction remains outstanding. We have made several attempts to contact your accounts department, but it seems there might be a possible oversight or delay in processing the payment.

We kindly request you to look into this matter urgently and arrange for the settlement of the outstanding amount. Enclosed with this letter, you will find the invoice/bill for your reference, which outlines the details of the transaction and the amount due.

We understand that administrative issues can arise, leading to delays in processing payments. If

there are any concerns or discrepancies regarding the invoice, please do not hesitate to get in touch with us, and we will gladly address any queries.

It is essential for us to maintain healthy business relationships, and prompt payment settlement plays a significant role in achieving that. We sincerely hope that this matter can be resolved swiftly and amicably.

We kindly request that you process the payment at the earliest convenience. If the payment has already been made, please accept our apologies for any confusion, and we would appreciate it if you could provide us with the transaction details for our records.

Thank you for your attention to this matter. We look forward to your prompt response and a positive resolution. Should you require any further information or assistance, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Name]