

Service-Based Payment Request

Subject: Payment Request for Completed Services

Dear [Client Name],

I am writing to request payment for the services completed on [Date] as outlined in our agreement dated [Agreement Date].

The services provided include:

- [Service 1]
- [Service 2]
- [Service 3]

The total amount due is \$[Amount], which was payable upon completion of services as per our contract. The work was completed to your satisfaction on [Completion Date], and payment is now [Number] days overdue.

I have attached copies of the original agreement and any relevant documentation for your review. Please process payment within [Number] days to avoid any disruption to our ongoing business relationship.

If you have any questions about the charges or need additional documentation, please contact me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]

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