

Sample Payment Request Letter

From: Sarah Smith
1234 Fake Street
New York, New York 10005

[Date]

To: Wayne Construction
Mitch Wayne, General Manager
346 Park View Place
New York, New York 10009
1-212-123-4567

Re: Request for Payment

Dear Mrs. Smith,

This is to bring to your kind attention that we have still not received our payment for the period from June 6th to July 10th. The amount due is \$5,678. I am also attaching an invoice for the conducted work for your consideration.

I would be thankful to you if you could settle our dues at your earliest convenience. Our account department needs to prepare the balance sheet for the accounted month and your payment is the only one outstanding. Kindly remedy this situation as soon as possible.

I hope to get a prompt reply from you.

Sincerely,
Mitch Wayne, General Manager
Wayne Construction

[Signature]

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IM Harris



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