

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]

Sample Letter Requesting Due Money

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Catalog of Federal Tax Forms, Form Letters, and Notices United States. Internal Revenue Service,1988 *New York Legislative Documents* New York (State). Legislature,1921 Tax Practitioner Reproducible Kit United States. Internal Revenue Service,1993 Internal Revenue Cumulative Bulletin United States. Internal Revenue Service,2007 *Internal Revenue Bulletin* United States. Internal Revenue Service,2001 **Internal Revenue Cumulative Bulletin 2008-1, January-June** Internal Revenue Service (U S),2010-05 This bulletin presents announcements of official rulings and procedures treasury decisions executive orders tax conventions legislation and court decisions It also contains other items of general interest intended to promote a uniform application of the tax laws *The Law Magazine* ,1844 *The Wall-paper News and Interior Decoration* ,1919 A Selection of ... Internal Revenue Service Tax Information Publications ,1988

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Code of Federal Regulations ,2000 *The Code of Federal Regulations of the United States of America* ,1998 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government *The Credit Jeweler* ,1928 *Code of Federal Regulations* United States. Department of Agriculture,1999 Special edition of the Federal register containing a codification of document of general applicability and future effect as of Jan 1 with ancillaries

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Sample Letter Requesting Due Money Introduction

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