**On Company Letter Head**

To, Date\_\_\_\_\_\_\_

XYZ Company,  
Address,

Sub: Request for payment against Invoice no \_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,(Sir/Ma’am)

This is to bring to your kind attention that we have still not received our payment for the period \_\_\_\_\_\_\_\_\_\_\_\_\_(Specify time frame). The amount due is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Specify amount). I am also attaching invoice for the same for your consideration.

I would be really thankful to you if you could settle our dues at the earliest. Our account department needs to prepare the balance sheet for the accounted month and its only your payment which is outstanding. Kindly do the needful at the earliest.

Hope to get a prompt reply from you.

Yours sincerely,

(\_Stamp & Sign\_)