

Request Letter For Outstanding Payment

From,
Name of the sender
Job title
Address
Date: DD/MM/YYYY
To,
Receiver's name
Company name
Job title
Address
Contact details

Subject: -----

Dear -----,

I --- (mention name) writing this letter to inform you about the outstanding payment that you have to make which is pending with us. We had a pleasure serving you at ---- (mention company/outlet/organization) and would like you to know that it's time you should clear your due and make the outstanding payment.

Even we had written you last time a reminder mail, but there has not been any response to it and nor the payment has been made. So, to avoid any further delay and complication to this matter, we would like you to make the payment at the earliest and close the case as soon as possible.

We would request you to either reply to this notice or clear the payment as soon as possible.

Yours sincerely,

Your name

