Payment Request Letter

From:

[Sender’s Name]

Manager [Company Name]

[Address]

[Date]

To,

[Receiver’s Name]

Manager [Company Name]

[Address]

Subject: Request for release of payment

Dear Sir,

This letter is intended to notify you that your firm's outstanding obligation for a prior purchase from [Company Name] has been noted. Your firm bought 50 Room-Heaters worth $000,000 in the invoice no. ## of [Month/Day/Year].

I am writing to demand that you pay the invoice in full. The purchase was carried out as quickly as possible, and all of the requirements were met according on your Marketing Department's criteria. Please verify the sum and have it settled right away.

Please refer to our bank details:

Name of the account: M/s \_\_\_\_\_\_\_

Bank Name: \_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_

Thanking in anticipation.

Sincerely,

[Sender’s Name]