

Sample Request Letter for Billing

[Your name]

[Your address]

[Your contact information]

[Date]

Dear Sir,

I'm writing to let you know that the payment for [invoice number] has been made. You ordered [# of articles], and the goods were delivered at your home on [date] with [order ID #]. The advance payment of \$[amount] was made by you on [date]. As previously agreed, you would make the remaining balance payment by [date], but the payment of \$[amount] is still outstanding.

With this letter, I have attached the bills and receipt for your reference. I am requesting that you release the payment by [date]. If you could understand our concern and cooperate with us, it would be appreciated. Thank you for your time reading this message.

Thank you.

Regards,

[Your Name]

[Company Name]