

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the Email address]

[Mention the date]

Subject- Payment request letter.

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

This is a friendly reminder of the pending fees you owe us (Money Amount). This letter is in reference to the outside food service (Service king) that we (Company/Institute name) supplied during your wedding (date). (Explain in your own terms.) According to our records, we haven't yet received a check for the services we supplied, which were due by (date).

I've attached an invoice with the number (Mention the number) as a reference. For your convenience, I've also attached essential paperwork linked to this business transaction. We sincerely apologize if you've already made payments. (Explain the situation in detail.)

Please provide an identifier for the internet banking so that our finance staff can track it down. Kindly let us know if there are any technical issues with the payment. (Explain the payment policies in detail.)

Please resolve this situation as soon as possible if these payments have not been made. We ask that you submit these repayments so that our books can be balanced at the end of every month. (Explain your welcome and requirements in a friendly manner.) We shall charge (Mention the numbers)percent interest on the unpaid amount monthly, as stated in our agreement.

Thank you very much. Regarding this payment, we eagerly await your response.
(Describe your greetings and expectations in a friendly manner.)We value and appreciate you as a client, and we would be sorry if you left. Thank you very much.

Warm regards,

[Mention the name of the sender]

[Mention the phone number]

[Signature]