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## How do i write a letter of payment request

How do i write a letter to request a refund of excess payment.  
How do i write a letter asking for a payment. How to write a letter for payment request.  
How do i write a letter requesting an extension of payment. How do i write a payment request.

Request Letter for Payment: In the business world, making and receiving payments is an integral part of daily operations. It is a crucial aspect that requires careful and honest handling. With numerous business dealings and transactions taking place on a regular basis, it is important to handle these financial matters with the utmost care and attention.

It is of the utmost importance to request payments through a written medium, as it keeps a clear record of the transaction and serves as proof for both parties involved. Furthermore, in the event that one party fails to make a payment on time and the other party must address this, having a written record of the request can help facilitate prompt payment. Therefore, a Letter of Request is an effective and professional way to communicate payment requests and prompt a timely response from the other party. Whether it is a formal letter written by a company to a customer or by a customer to a company, it is a polite and formal way to request payment of outstanding debts. However, it is important to know how to properly compose a letter of request for payment, specifically when requesting rent payments. Payment Request Letter Format To: [Recipient Name] [Recipient Address] [City, State ZIP code] [Phone Number] [Email Address] Date: [Date of letter] From: [Your Name] [Your Address] [City, State ZIP code] [Phone Number] [Email Address] Subject: Payment Reminder Dear [Recipient Name], I am writing to remind you that a payment of [Amount] is currently due. The invoice for this payment, which is attached to this letter, has a due date of [Due Date]. I kindly request that you make the necessary arrangements to settle this outstanding balance as soon as possible. We at [Your Company Name] strive to keep our financial records in order, and it would be greatly appreciated if this payment could be made before the due date. If you have any questions or need clarification on any aspect of this invoice, please do not hesitate to contact us. Thank you for your prompt attention to this matter.

LETTER FOR REQUESTING PAYMENT	
Date: November 28, 2017	
To:	
ATTN:	
Address:	
POSTAL CODE	
COUNTRY	
Subject: Letter for requesting payment	
Dear Mr./Ms.,	
This is to bring to your kind attention that we have still not received our payment for the period _____ (specifying time frame). The amount due is _____ (specifying 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 to only your payment which is outstanding, kindly to the earliest at the earliest.	
Hope to get a prompt reply from you.	
If you have any questions, please feel free to contact me directly. Looking forward to your reply.	
Yours sincerely,	
_____ (NAME)	
_____ (Designation)	
<Printed Name & Title>	



The World Bank Group

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Sincerely, [Your Name] Sample Payment Request Letters These sample templates are designed to help you effectively communicate with your clients and customers regarding outstanding payments. Whether you're looking for a polite reminder or a more urgent request for payment, we have a template that will suit your needs. Each template includes placeholders in [brackets] for key information such as the recipient's name, invoice number, and reason for payment. Be sure to replace the placeholders with data that fits your specific situation. Additionally, it's important to ensure that the language and tone used in the reminder letter is appropriate and professional. We hope these templates will assist you in efficiently resolving payment issues and maintaining positive relationships with your clients. These samples are provided as a guide and should be modified to fit your specific situation and legal requirements when collecting on a debt.



Name  
Finance Committee  
Company  
Address  
City

Subject: Advance payment recovery request

Dear Sir:

It is to inform that we may be in loss as we are having heavy expenditure for the repair and maintenance of the machinery at our factory area. Some machinery need oil change and repair and that require huge amount. So I request you to issue the payment as early as possible.

Regards,

Assistant Manager

Address: 50-C-1, Faisal Town, Lahore

These templates do not constitute legal advice and should not be used as a substitute for legal counsel. It is your responsibility to use these payment request templates in compliance with all applicable laws and regulations. Outstanding Payment Request Letter From: [Your Name] [Your Title] [Your Company] [Your Address] [Your Phone Number] Date: [Date] To: [Name] [Address] [Phone Number] Subject: Outstanding Payment Reminder for Invoice [Invoice Number] Dear [Name], I am writing this letter to inform you of the outstanding payment that is currently pending with us.

**SemiOffice.com**  
we write for you

**Subject: Advance Payment Request Letter Format**

Dear Sir or Madam,

It is requested that Rs. 20,000/- as the advance payment is needed urgently for the clearance of Miscellaneous Expenses regarding Teachers' Training Workshops. Therefore, I request you to please issue the necessary instructions for payment of Rs. 20,000/- to the concerned.

I will be thankful to you.

Best Regards,

Your Name  
Date:

**For Proofreading Services Emails Us: [proofreading@semioffice.com](mailto:proofreading@semioffice.com)**

We appreciate the opportunity to serve you at [Company/Outlet/Organization] and kindly remind you that it is now time to resolve your debt and make the outstanding payment. We previously sent a reminder regarding this payment, however, we have not yet received a response or payment from you. To avoid any further delays and complications, we kindly request that you make the payment as soon as possible and complete the process. We request you reply to this notice and make the payment as soon as possible. Sincerely, [Your Name] Request Letter for Payment Release From: [Your Name] [Your Title] [Your Company] [Your Address] [Your Phone Number] Date: [Date] To: [Name] [Address] [Phone Number] Subject: Payment Release Request Dear [Name], This letter serves as a reminder for the outstanding payment that is currently due from your end.

## 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 should 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

# PAYMENT REQUEST LETTER

From,  
Riya Singh  
HR Executive  
New Colony, Jaunpur,  
678-678-2345  
riya@yahoo.com

Date: Jan 1, 1997

To,  
Pooja Sinda  
Kamal Nagar, New Society,  
Azamgarh, 40003  
555-555-5555

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,

Riya Singh

ive  
oy, Jaunpur,  
2345  
o.com

Subject: -----

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Yours sincerely,

Riya Singh