

## Request for Payment Letter

[Your Name]  
[Address]  
[City, State, Zip]

[Date of letter]

[Recipient's Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

Dear [Recipient's name],

You have not paid your bill for the sum of \$\_\_\_\_\_.

Your signed Credit Agreement clearly states that you agree to pay this bill in \_\_\_\_\_  
Installments. Your payment is now past due.

Please make a payment in the amount of \$\_\_\_\_\_ by \_\_\_/\_\_\_/\_\_\_\_\_. If you have any  
questions or concerns regarding this bill please contact me at the number located above.

If you do not send the full amount as requested by \_\_\_/\_\_\_/\_\_\_\_\_. Your account will be turned over to a collection  
agency. Your immediate attention is required to resolve this issue.

Best regards,  
[Your Signature]