

# Sample Payment Request Letter

**From:** Sarah Smith  
1234 Fake Street  
New York, New York 10005

[Date]

**To:** Wayne Construction  
Mitch Wayne, General Manager  
346 Park View Place  
New York, New York 10009  
1-212-123-4567

**Re:** Request for Payment

**Dear Mrs. Smith,**

This is to bring to your kind attention that we have still not received our payment for the period from June 6th to July 10th. The amount due is \$5,678. I am also attaching an invoice for the conducted work for your consideration.

I would be thankful to you if you could settle our dues at your earliest convenience. Our account department needs to prepare the balance sheet for the accounted month and your payment is the only one outstanding. Kindly remedy this situation as soon as possible.

I hope to get a prompt reply from you.

Sincerely,  
Mitch Wayne, General Manager  
Wayne Construction

[Signature]

# Sample Letter Requesting Due Money

**T. V. Sanjiva Row, Pinayur Ramanatha  
Aiyar, Palangamal Hari Rao**

### Sample Letter Requesting Due Money:

**Catalog of Federal Tax Forms, Form Letters, and Notices** United States. Internal Revenue Service, 1979      **The Credit Jeweler** ,1928      **GAO Documents** United States. General Accounting Office, 1983 Catalog of reports decisions and opinions testimonies and speeches      **New York Legislative Documents** New York (State). Legislature, 1921

*Collections of the Massachusetts Historical Society* Massachusetts Historical Society, 1896 For the statement above quoted also for full bibliographical information regarding this publication and for the contents of the volumes 1st ser v 1 7th series v 5 cf Griffin Bibl of Amer hist society 2d edition 1907 p 346 360      **Federal Register** ,1986-08-12      **The Wall-paper News and Interior Decoration** ,1919      **A Treatise on Crimes and Misdemeanors** William Oldnall Russell, 1877      **Probate and Administration, Law and Practice in Common Form and Contentious Business** William John Dixon, 1885      *Gazette Law Reports* T. G. Russell, 1910      **The Judicature Acts and Rules of the Supreme Court, 1883. With Notes and Index** Frederic Philip Tomlinson, 1883      **The Early History of Banking in England** Richard David Richards, 1929      *The Magazine of Wall Street* ,1924      **Statutory Rules and Orders Other Than Those of a Local, Personal Or Temporary Character** Great Britain, 1916      **Associated Automotive Journal and Garage Dealer** ,1909      United States Official Postal Guide ,1916      **The Postage Stamp** Frederick John Melville, 1914      **Corpus Juris ... Annotations** ,1954      The Pacific Reporter ,1919      *The All India Digest, Section Ii (civil), 1811-1911* T. V. Sanjiva Row, Pinayur Ramanatha Aiyar, Palangamal Hari Rao, 1914

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