

PAYMENT REQUEST LETTER

From,
Riya Singh
HR Executive
New Colnoy, 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