**To Place:**  
The Person's name/designation, Date:  
Company name,  
Address.

Sub: Payment request letter for bill no. **#1235**

Dear Sir/Madam,

I am writing to request the outstanding bill amount of **25,000 Rs** for bill no. **#1234**. Please treat it as a formal reminder and make the payment as soon as possible.

We need that amount for other operations in our company. This could be very helpful if you pay your bill by **25 April 2023.**

Looking forward to your prompt response on this matter.

Thanking you.

Sincerely,  
Your name,  
Contact no.