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

Sub: Outstanding payment release letter.

Dear Sir/Madam,

This is regarding the payment request for your recent order with us. You agreed to pay the payment by **21 Apr 2023** of this month. So far, we have not received the payment.

We have to settle that amount with our suppliers within 2 days, so please pay the payment.

Thanking you.

Regards,  
Your name.  
Contact no.