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

Sub: Reminder for payment release.

Dear Sir/Madam,

This is to inform you about the pending payment of Rs. 350000, that has to be released from your side for our service towards **[service name].** This is a gentle reminder about the outstanding payment.

We would appreciate it if you could settle the payment before the due date.

Thanking you,

Sincerely,  
your name.