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

Sub: Payment release request for [Reason].

Dear Sir/Madam,

I hope you find our services/products satisfactory. We are grateful to you for doing business with us. However, we do not receive the payment for the above service with invoice no #2145.

Kindly consider this a gentle reminder about the payment. As the financial year is ending we have to close our books of accounts.

So please tell us when we can expect payment.

Thanking you.

Regards,  
Your name.  
Your name.