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

Sub: Request for payment release for **[reason].**

Dear Sir/Madam,

This is a payment reminder letter to formally inform you that your payment of **Rs** **75**,**000** is now overdue for two months. Kindly consider this as a friendly reminder as we need that money that amount on an urgent basis.

Therefore please make the payment at your earliest convenience.

(Kindly ignore this reminder letter if you have already initiated the payment)

Thanking you.

Regards,  
Your name.  
Contact no.