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

Sub: Release outstanding payment.

Dear **[Client’s name],**

We regret to remind you repeatedly about the outstanding payment of **Rs 50000** towards **[reason].** You are not replying to our previous emails and calls.

Kindly consider this a matter of urgency. Under our terms of payment, any delay of more than 30 days may be subject to legal action.

We hope for your kind understanding in this matter. Therefore please settle the payment immediately.

Otherwise, we will proceed with legal action.

Thanking you.

Sincerely,  
Your name,  
Contact no.