

Claims Letter of Payment

John Doe

123 Main Street

Anytown, CA 12345

johndoe@example.com

(123) 456-7890

July 29, 2024

Jane Smith

Accounts Payable Manager

ABC Corporation

456 Business Road

Business City, NY 67890

Subject: Claims Letter of Payment

Dear Jane Smith,

I hope this letter finds you well. I am writing to formally claim payment for the web development services provided on June 15, 2024, under the contract number 789456123.

The total amount due is \$2,500, which remains unpaid as of the date of this letter. I have attached copies of the relevant documents, including the invoice and the signed contract, for your reference.

Details of the claim are as follows:

- Service/Product: Web Development Services
- Date(s) of Service/Product Delivery: June 15, 2024
- Amount Due: \$2,500
- Invoice Number: 12345

- Contract/Agreement/Policy Number: 789456123

I kindly request that you process this payment promptly. Please ensure that the payment is made by August 12, 2024, to avoid any further action.

Payment can be made to the following account:

- Account Name: John Doe
- Account Number: 987654321
- Bank Name: Bank of Anytown
- Routing Number: 123456789

If there are any issues or additional information required, please do not hesitate to contact me at (123) 456-7890 or johndoe@example.com. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

John Doe