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**Payment Letter to a Company**

**Bright Lighting Solutions  
8900 Illumination Rd.  
Light City, TX 75001  
billing@brightlighting.com  
214-555-0284  
June 27, 2024**

**Globex Corporation  
300 Industrial Park Ave.  
Techville, TX 75002**

**Attn: Accounts Payable Department**

Dear Accounts Payable,

I hope this letter finds you well. I am writing to request the payment for the services provided by our company, as detailed in Invoice #BL1234, which was issued on May 15, 2024, with a due date of June 15, 2024. As of today, the invoice remains outstanding.

**Details of the Invoice:**

* **Invoice Number:** BL1234
* **Date Issued:** May 15, 2024
* **Due Date:** June 15, 2024
* **Total Amount Due:** $4,500

The lighting installation services provided have been completed as per our agreement dated April 1, 2024, and all conditions have been met. We kindly ask that the payment of $4,500 be processed by July 5, 2024, to avoid any service disruptions or additional charges.

Please find attached a copy of the invoice for your reference. If you have any questions or require further documentation, please do not hesitate to contact me at 214-555-0284 or via email at billing@brightlighting.com.

Thank you for your immediate attention to this matter. We appreciate your prompt response to ensure that our accounts are settled timely.

Sincerely,

**[Jessica Lin's Signature (if sending a hard copy)]  
Jessica Lin  
Accounts Receivable Manager**