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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.

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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](mailto: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**