Date

Dear Ms. Emily,

It is to notify you that ABC Limited has outstanding payment toward our company XYZ Limited for the project [X], completed on 7th June 20XX.

When we signed the deal, it was mutually agreed on, that the payment would be released immediately after the delivery of the project, at a maximum within three days. However, a month has passed since the delivery date, and we have not received our payment. We need our money soon, as it is affecting our operations as well as the payments to our suppliers.

Kindly, process our request soon and release the amount by 15th July 20XX. As per the contractual clauses, if you will not make the payment, we will be forced to take legal action, the consequences of which can be huge for your company in terms of money and reputation.

We hope you would cooperate with us by giving the payment on time, and we can close the deal on a good note.

Thank you.

Regards,

Martha Stone.