**Topic: Request Letter Format for Release of Pending Payments**

Pending payments and dues are a common problem in most of the businesses and in order to have the accounts and payment stay clear, it is important to write request letter for payment to the debtors. The letter format for release of pending payments is quite simple and includes information about the pending payments like the pending amount, date and invoice etc.

In this post, we have come up with a format for outstanding payment reminder letter format. You can use this request letter to release hold payment.

**Pending Payment Request Letter Format, Template and Example**

From:

Andrew Smith

Manager

Zenith Technologies

New York

Date: November 29th, 2021

To,

Adam Black

Manager

New Age Publications

New York

Sub: Request for release of pending payments

Dear Sir,

This is to bring to your notice that the payments for the last quarter i.e. July-August-September 2021 stand pending. I would like to bring to your knowledge that the payments for three invoices in that particular quarter stand due for payment, the details of which are:

B.No. 456 Date: 10/08/21 Amount $1487

B.No. 784 Date: 12/09/21 Amount $2345

B.No. 942 Date: 11/10/21 Amount $1425

I am writing this letter to request to please release the payment so that the accounts for the quarter are settled and the future orders and payments are in streamline.

Looking forward for your prompt response.

Sincerely,

Andrew Smith

Manager

Zenith Technologies