[Name]

[Designation] [company name]

[date]

**Subject: Request letter to release the outstanding payment for [X]**

Dear Mr. [name]

I [name], [designation] from [hotel name] am writing to bring to your notice the issue of outstanding payment to us. Your firm [name] had reserved our Poolside Marquee for your annual dinner on [date].

In addition to the charges for the marquee, the payment for the catering and décor of the venue is still pending. In total an outstanding amount of [number] is due. An initial payment of [number] had been made and the remaining amount was to be paid within two days after the event. A week has passed but we still have not received the remaining payment.

This is very unprofessional, and we did not expect this slackness from a company of your repute. We have contacted your HR department but did not receive any positive response hence we are writing to formally request the release of the outstanding payment.

Please make the complete payment by [date] or else a fine of [number] would be charged per day. since you are our old patrons, so we have not imposed any fine on payment before [date].

Please investigate this issue and resolve it at your earliest. In case of any queries, please contact me on [phone number] or [email address].

Looking forward to your cooperation,

Sincerely,

[Name]  
[Designation]  
[Hotel name]

[Date]