

Informal Payment Request Letter Template

[Your Full Name]

[Your Address]

[Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Full Name / Business Name]

[Recipient's Address / Email]

Re: Payment Request – Outstanding Amount of £[amount]

Dear [Recipient Name],

I write in relation to the outstanding sum of **£[amount]** owed by you to me.

This amount relates to the following (please select the most appropriate or amend as required):

- Money lent to you on [date], which you agreed to repay by [date].
- Shared expenses (e.g., rent / bills / holiday expenses) paid by me on [date].
- Goods/services provided on [date], for which payment remains outstanding.
- Deposit / contribution paid by me on [date] which has not been returned.
- Loan repayment instalment(s) due under our agreement dated [date].
- Unpaid invoice issued on [date], invoice reference: [number].
- Damages / costs you agreed to reimburse me on [date].
- Other: [brief explanation].
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Previous Attempts to Resolve

For completeness, I have already attempted to resolve this matter amicably, including: [briefly describe