

Request Pending Payment

To: Recipient's email id

Cc:

Bcc:

Subject: Pending Payment

As salaamualaikum wa rahmatullahi wa barakatuh (May the peace, mercy, and blessings of Allah be with you).

Dear Mr. Abdullah,

At the outset let me thank you for doing business with us.

However, I would like to remind you about the payment due to us for the amount of (1000 Pounds Sterling). This amount has been pending from your side for the past (couple of months). I request you to kindly look into the matter and clear the pending payments as early as possible.

JazakAllahu Khairan.

Thanking You,

Sincerely,

Sender's Name
Sender's Designation
Company Name
Contact number