

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Demand for Outstanding Invoice

I hope this message finds you well.

I am writing to formally request payment for the outstanding invoice [Invoice Number], which was due on [Due Date]. As of today, the total amount of [Amount Due] remains unpaid.

Despite our previous reminders, we have not received payment. We value our relationship with [Recipient Company Name] and hope to resolve this matter promptly.

We kindly ask that you remit the payment by [New Due Date, typically within 7-10 days] to avoid any late fees or service interruptions.

Please find the attached invoice for your reference.

Thank you for your immediate attention to this matter. Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]