

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Payment Demand Notice

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the payment of [amount owed] that is currently outstanding under invoice number [invoice number], which was due on [due date].

As of today, the total amount due remains unpaid despite previous reminders. Please find the details of the outstanding payment below:

- Invoice Number: [invoice number]
- Due Date: [due date]
- Amount Owed: [amount owed]

I kindly ask that you remit payment by [final payment deadline date] to avoid any further action, which may include late fees or collection proceedings.

If you have already sent the payment, please disregard this notice.

Otherwise, I look forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Company Name] (if applicable)