

[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

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a formal demand for payment of the outstanding amount of [Amount] due on [Due Date] for [Description of Service/Product].

Please remit the payment by [New Due Date] to avoid any further action.

Thank you for your prompt attention to this matter.

Sincerely,

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