

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

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

Dear [Recipient's Name],

Subject: Payment Demand for Invoice [Invoice Number]

I hope this letter finds you well. I am writing to remind you that the payment for Invoice [Invoice Number], dated [Invoice Date], in the amount of [Amount Due], was due on [Due Date] and remains outstanding.

As of today, the total amount due is [Amount Due], which includes [any late fees or additional charges, if applicable]. I kindly request that you process this payment by [New Due Date] to avoid further action.

Please find the payment details below:

- Payment Method: [Bank Transfer/Credit Card/etc.]
- Account Information: [Insert details here]

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

Otherwise, I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

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