

[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 for [Invoice Number/Description of Services]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally remind you of the outstanding payment of [amount] owed for [services rendered/products delivered] on [date]. According to our records, this payment was due on [due date] and remains unpaid.

As of today, the total amount outstanding is [total amount including any late fees, if applicable]. Please refer to the attached invoice for a detailed breakdown of the charges.

We kindly request that you remit this payment by [new due date, typically 10-14 days from the date of the letter]. Should you have already sent this payment, please disregard this notice.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

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