

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

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

Subject: Payment Demand for Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request payment for the outstanding amount of [Amount Due] that is due as per Invoice #[Invoice Number] dated [Invoice Date]. The payment was originally due on [Due Date] and remains unpaid.

Despite previous reminders, we have yet to receive the payment. Please be aware that further delays may result in [mention any potential consequences or additional charges if applicable].

We kindly request that the payment be made by [New Due Date] to avoid any further action. Attached, please find a copy of the invoice for your reference.

Thank you for your immediate attention to this matter. Should you have any questions, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

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