

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]  
Subject: Payment Demand  
Dear [Recipient Name],  
I hope this letter finds you well.

I am writing to formally demand payment for the outstanding amount of [Amount Due] that remains unpaid as of [Due Date]. This payment is for [Description of Goods/Services Provided] as detailed in our previous correspondence and invoices.  
As of today, the balance of [Amount Due] has been outstanding for [Duration Past Due]. Please be reminded that this payment is overdue, and according to our agreement dated [Date of Agreement], payment was expected by [Due Date].  
We kindly request that you remit payment by [Final Payment Deadline], in order to avoid further actions. Payment can be made via [Payment Methods Available].  
If you have already sent the payment, please disregard this notice. Otherwise, please address this matter promptly so we can resolve it amicably.  
Thank you for your immediate attention to this issue.  
Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company Name] (if applicable)