

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

[Contractor's Name]  
[Contractor's Business Name]  
[Contractor's Address]  
[City, State, Zip Code]

Subject: Payment Demand for Services Rendered

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request payment for the outstanding balance owed for services rendered on [specific project or service], which was completed on [completion date]. As per our agreement dated [agreement date], a total amount of [total amount] was due, of which [amount paid] has been received, leaving a remaining balance of [outstanding amount].

According to our payment terms, this amount was due on [payment due date]. Despite previous reminders, I have yet to receive the outstanding payment.

I kindly ask that you arrange for the payment of [outstanding amount] by [new payment deadline, e.g., within 10 business days] to avoid any further action.

Thank you for your prompt attention to this matter. I look forward to resolving this issue amicably.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]