

[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

I hope this letter finds you well. I am writing to formally request payment for the outstanding balance of [amount owed] that remains unpaid as of [due date].

According to our records, the details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Date of Invoice: [Invoice Date]

Despite previous reminders, this amount remains unpaid. Kindly make the payment by [new due date] to avoid any late fees or further actions.

Payment can be made via [payment methods, e.g., bank transfer, check, etc.]. Please find my payment details below:

- [Payment Details]

Should you have any questions regarding this matter, feel free to contact me directly at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]