

[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 amount of [Amount Due] that was due on [Due Date]. Despite our previous reminders, this payment remains unpaid. Please arrange for the payment by [New Deadline], to avoid any further action. You can make the payment via [Payment Method].

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

Sincerely,

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