

[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: Urgent Payment Demand

I hope this message finds you well. I am writing to formally request immediate payment regarding the outstanding balance of [amount] that remains due as of [due date].

Despite previous reminders, this payment has not yet been received. According to our records, the details of the outstanding amount are as follows:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Description of Services/Goods: [Description]

As a valued client, I would like to resolve this matter amicably. Please arrange for the payment to be made by [new due date].

If you have already sent the payment, please disregard this notice.

Otherwise, I kindly ask you to contact me directly to discuss any issues regarding this matter.

Thank you for your prompt attention to this urgent request.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]