

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Demand for Payment of Outstanding Dues

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of the outstanding payment due as outlined in our previous agreements.

As of [Date], the amount of [Specify Amount] remains unpaid, despite previous reminders sent on [List Dates of Prior Correspondence]. The details of the outstanding dues are as follows:

- Invoice Number: [Invoice Number]
- Due Date: [Original Due Date]
- Description of Services: [Description]

We kindly request that you remit the payment within [Specify Time Period, e.g., 15 days] from the date of this letter to avoid further action.

Failure to settle this debt may result in [Specify potential consequences, e.g., legal action, additional fees].

Please remit payment to the following account:

[Bank Details/Payment Information]

Should you have any questions or wish to discuss this matter, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name] (if applicable)