

[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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a matter that has not been resolved despite previous communications.

On [date of transaction or event], I provided [brief description of goods/services provided] to you, for which you agreed to pay the amount of [amount owed]. As of today, [date], this amount remains unpaid despite my repeated requests.

I kindly request that you remit the full payment of [amount owed] within [number of days, e.g., 15 days] from the date of this letter. If payment is not received by this deadline, I may be forced to take further action, including filing a claim in small claims court.

Please direct your payment to [your address or preferred payment method]. If you have already sent the payment, please disregard this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]