

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

[Debtor's Name]
[Debtor's Address]
[City, State, Zip Code]

Subject: Formal Demand for Payment

Dear [Debtor's Name],

I hope this letter finds you well.

I am writing to formally request the payment of the outstanding balance of [amount owed] that is currently due from you as of [due date]. This debt stems from [brief description of the nature of the debt, e.g., services rendered, goods sold].

According to our records, the balance remains unpaid despite our previous reminders and communication attempts. Please find enclosed copies of [include any relevant documentation, e.g., invoices, prior correspondence].

We kindly ask that you remit the total amount owed by [final payment deadline, e.g., within 15 days from the date of this letter] to avoid further action. Payment can be made via [accepted payment methods, e.g., check, bank transfer].

If you have already made this payment, please disregard this letter.

Otherwise, we look forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]
[Your Company Address, if applicable]