

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

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

Subject: Payment Demand for Outstanding Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request payment for the outstanding balance owed for the construction services provided on [Project Name/Description] as per our agreement dated [Contract Date].

Details of the Outstanding Payment:

- Invoice Number: [Invoice Number]
- Amount Due: [Total Amount Due]
- Due Date: [Original Due Date]

As of today, the above-mentioned payment is [number of days overdue] days overdue. Please note that this payment is critical for the continuation of our ongoing projects and to meet our contractual obligations.

We kindly ask that you remit the payment by [Final Deadline Date] to avoid any further penalties or disruption to our services. Payment can be made via [Payment Methods: check, bank transfer, etc.].

Should you have any questions or require further clarification regarding this matter, please do not hesitate to reach out to 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]
[Your Company Address]