

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

[Recipient Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Subject: Demand for Payment/Action Regarding Construction Project

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally demand payment/action related to the construction project [Project Name] located at [Project Address].

As per our agreement dated [Agreement Date], we undertook the following work:

- [List specific work/services performed]
- [Include any relevant details, timelines, or milestones]

To date, I request the payment of [total amount owed] due by [due date]. This amount reflects [briefly explain the basis of the amount, such as completed work, materials supplied, etc.].

Despite repeated reminders and previous communications, I have yet to receive the payment, and this has caused significant delays in our operations.

I kindly request that you address this matter promptly. Please send the payment to [payment method or address] by [final deadline]. Failure to do so may result in [briefly mention potential consequences, such as legal action or work stoppage].

Thank you for your immediate attention to this matter. I look forward to resolving this issue amicably.

Sincerely,

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