

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

[Builder's Name]
[Builder's Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Demand for Payment of Unpaid Invoice

Dear [Builder's Name],

I hope this letter finds you well. I am writing to formally request payment for Invoice #[Invoice Number], dated [Invoice Date], which remains unpaid as of today. The total amount due is [Amount Due]. Despite previous communications on this matter, the payment has not been received. As per the terms of our agreement, payment was due on [Due Date].

I kindly urge you to address this matter promptly. Please remit the payment within [number of days, typically 10-14 days] from the date of this letter to avoid any further action.

If you have already sent the payment, please disregard this letter.

Thank you for your immediate attention to this matter. I look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]