

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

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

Dear [Recipient Name],

Subject: Demand for Payment for Services Rendered

I hope this letter finds you well. I am writing to formally demand payment for the construction services provided for [Project Name/Description], which commenced on [Start Date] and was completed on [Completion Date].

As per our contract dated [Contract Date], the total cost for the project was agreed upon as [Total Amount]. To date, the payment received amounts to [Amount Received], leaving a balance of [Outstanding Balance]. This payment was due on [Due Date].

Despite previous reminders sent on [Dates of Previous Reminders], I have yet to receive the outstanding amount. It is crucial that this matter is resolved promptly to avoid additional complications.

I kindly request that the outstanding balance be paid in full by [Final Deadline Date]. If payment is not received by this date, I may have to consider further action to recover the amount owed.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]