

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

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

Subject: Demand for Payment of Outstanding Debt

Dear [Debtor's Name],

I hope this letter finds you well. This is a formal demand for payment regarding the outstanding debt owed to me in the amount of [insert amount], which was due on [insert due date].

Details of the debt are as follows:

- Invoice Number: [insert invoice number]
- Original Amount: [insert original amount]
- Late Fees (if applicable): [insert late fees]
- Total Amount Due: [insert total amount]

Despite previous communications regarding this matter, I have yet to receive payment. Please consider this letter as a final opportunity to settle the outstanding balance.

I kindly request that you remit payment within [insert time frame, e.g., 15 days] of receiving this letter. Failure to do so may result in further action, including [mention potential consequences, e.g., legal proceedings, credit reporting].

Please make your payment to the address listed above or contact me directly to discuss any issues regarding the payment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title (if applicable)]