

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

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

Dear [Recipient's Name],

Subject: Urgent Request for Payment of Outstanding Debt

I hope this letter finds you well. I am writing to bring to your attention the outstanding balance of [amount] that has been overdue since [date]. I understand that circumstances can be challenging, and I appreciate your attention to this matter.

Despite previous reminders, we have not yet received payment. The amount due relates to [brief description of the service/product provided], and it is critical for the continuation of our services and maintaining our business relationship.

To resolve this issue amicably, I kindly ask that you make the payment by [specific deadline]. If you are facing financial difficulties, please do not hesitate to reach out. I am open to discussing a payment plan or other arrangements that may assist you in settling this matter.

Please find attached the invoice for your reference. I value our relationship and hope we can resolve this matter swiftly. Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]