

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

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

Dear [Recipient Name],

Subject: Demand for [Specify the Demand/Payment/Action Required]

I hope this letter finds you well. I am writing to formally demand
[clearly state the demand, e.g., payment, action] regarding [briefly
describe the reason for the demand, e.g., overdue invoice, contractual
obligation].

According to our records, [provide relevant details, including dates,
amounts, and any previous communications regarding the issue].

We request that you [specify what action you would like the recipient to
take, e.g., remit payment by a certain date, fulfill a commitment].

Please be advised that if we do not receive a response by [set a firm
deadline], we may have to consider further actions as stipulated in our
agreement.

We value your business and hope to resolve this matter amicably. Should
you have any questions or wish to discuss this further, please feel free
to contact me directly at [your phone number] or [your email address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]