

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

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

Dear [Debtor's Name],

Re: Demand for Payment - Account No. [Account Number]

I hope this letter finds you well. I am writing to formally demand payment for the outstanding balance due on your account with [Your Company Name]. As of [Current Date], the total amount owed is [Total Amount Due], which was due on [Due Date].

Despite previous attempts to contact you regarding this matter, we have yet to receive your payment or any communication regarding this debt. According to our records, the debt arose from [Brief Description of Goods/Services Provided].

Please be advised that if we do not receive payment within [Number of Days, e.g., 30] days from the date of this letter, we may have to take further action to recover the debt, including involving a collections agency or legal action.

To resolve this matter, please remit payment by [Payment Method/Instructions], or contact us at [Your Phone Number] to discuss repayment options.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Company Phone Number]