

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

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

Subject: Demand for Payment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request payment for [description of the obligation, e.g., unpaid invoice, breach of contract, etc.], originally due on [due date]. As of today, the total amount owed is [\$amount].

Despite previous communications regarding this matter, I have yet to receive payment. Please consider this letter a final demand for payment. I kindly ask that you remit payment by [final deadline date, e.g., 10 business days from the date of this letter]. In the absence of a satisfactory response, I may have no choice but to consider legal action to recover the debt, including but not limited to seeking damages and all applicable legal costs.

Please find attached copies of relevant documents supporting my claim. I hope to resolve this matter amicably and look forward to your prompt attention to this issue.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]