

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Payment Demand Letter

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally demand payment for the outstanding amount of [insert amount] that was due on [insert due date]. Despite previous reminders, the payment has not been received.

The details of the invoice are as follows:

- Invoice Number: [insert invoice number]
- Date of Invoice: [insert date]
- Due Date: [insert due date]
- Description of Goods/Services: [insert description]

Please remit payment by [insert deadline, e.g. 10 days from the date of this letter] to avoid further action.

Failure to settle this debt may result in [insert potential consequences, e.g. legal action, additional fees].

Thank you for your prompt attention to this matter. I look forward to your immediate response.

Sincerely,

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