

[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 demand payment of the amount of [insert amount owed] that is currently due to me as of [insert due date].

This amount pertains to [briefly explain the nature of the debt, e.g., unpaid invoice, loan, service rendered, etc.]. Despite previous reminders sent on [list dates of prior communication], I have yet to receive payment.

Please be advised that if I do not receive the total amount owed by [insert deadline, usually 10-15 days from the date of this letter], I will be forced to take further actions to recover the debt.

You can make the payment through [provide payment methods or details]. If you have any questions regarding this matter, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]