

[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 of Services Rendered

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request payment for the services I provided on [specific date(s)] as per our agreement dated [date of agreement].

The details of the services rendered are as follows:

- Service 1: [Description] - Amount: [Amount]
- Service 2: [Description] - Amount: [Amount]
- Total Amount Due: [Total Amount]

According to our agreement, payment was due by [due date]. As of today, the total amount of [Total Amount] remains outstanding.

Please remit payment by [new deadline, typically 10-14 days from the date of this letter] to avoid any disruptions to future services or potential legal action.

Payment can be made via [payment methods accepted]. If you have already sent payment, please disregard this letter.

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

Sincerely,

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