

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

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

Dear [Recipient's Name],

Subject: Demand for Payment

I am writing to formally request payment of the amount of [insert amount] which is owed to me as of [insert due date]. Despite previous reminders, this amount remains unpaid.

According to our agreement, payment was due on [insert due date]. I kindly ask that you remit the full payment by [insert new deadline, typically 10-14 days from the date of this letter].

Please be advised that if the payment is not received by this date, I may have to pursue further action to recover the debt.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]