

[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 [insert amount] that is due to me as a result of [briefly explain nature of the dispute, e.g., services rendered, goods provided, etc.].

Despite my previous attempts to resolve this matter amicably, including [mention any previous communications or agreements], I have not received payment or an adequate response. The details of the dispute are as follows:

- Invoice Number: [number]
- Date of Service/Product: [date]
- Description of Goods/Services: [description]

As per our agreement, payment was due on [due date]. I kindly request that you remit payment within [number of days, e.g., 10 days] from the date of this letter. Failure to do so may result in my pursuing further action, including filing a small claims court lawsuit against you.

I hope we can resolve this matter promptly. Please feel free to contact me at [your phone number] or [your email address] to discuss any questions or arrangements regarding this demand.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]