

[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 owed to me as a result of [briefly explain the reason for the debt, e.g., unpaid services, loan, etc.].

1. ****Amount Due****: \$[amount owed]
2. ****Due Date****: [original due date or best estimate if applicable]
3. ****Description of Services/Products****: [brief description of what was provided or agreed upon]

Despite my previous attempts to resolve this issue, I have not yet received payment. As of today, the total amount due remains outstanding. Please be advised that if I do not receive the full payment by [final deadline, typically 10-14 days from date of this letter], I will have no choice but to escalate this matter and file a claim in small claims court.

I hope that we can resolve this issue amicably. Please contact me at [your phone number or email address] to discuss this matter further. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]