

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

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

Re: Demand for Payment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally demand payment for the amount of [specify amount] that is owed to me as a result of [brief description of the debt or issue, e.g., a service provided, goods sold, etc.]. This amount has been outstanding since [date].

Despite previous communications regarding this matter, I have yet to receive payment. To avoid further action, including filing a claim in small claims court, I request that you remit payment by [specific date, typically 10-14 days from the date of this letter].

Please make the payment by [payment method, e.g., check, bank transfer, etc.] and send it to my address listed above.

If I do not receive payment or hear from you by the specified date, I will have no choice but to initiate legal proceedings.

Thank you for your prompt attention to this matter. I look forward to resolving this issue amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]