

[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 \$[amount owed] for [brief description of the service/product or issue]. The payment was due on [due date], and to date, I have not received the amount owed.

As you know, [explain the situation or background briefly, e.g., services rendered, contract terms]. Despite my previous communications on [mention any previous contacts or attempts to resolve the issue], this matter remains unresolved.

Please be advised that if I do not receive the full payment by [set a deadline, e.g., 15 days from the date of this letter], I will have no choice but to pursue further action, including filing a claim in small claims court.

Thank you for your prompt attention to this matter. I hope to resolve this issue amicably and look forward to your response.

Sincerely,

[Your Name]

[Enclosures: Copies of relevant documents, if any]