

[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 for [describe the reason for the payment, e.g., services rendered, goods sold, etc.], which is currently overdue.

Details of the matter are as follows:

- Date of Agreement: [insert date]
- Amount Due: \$[insert amount]
- Description of Goods/Services: [provide a brief description]

Despite my previous attempts to resolve this matter amicably, I have not received the payment owed to me. As of today, the total amount due remains unpaid.

Please consider this letter as a final opportunity to settle this matter outside of court. I kindly ask that you remit payment within [insert a timeframe, e.g., 14 days] from the date of this letter.

If I do not receive the payment by [insert due date], I will have no choice but to file a claim in small claims court to recover the amount owed, along with any additional costs incurred.

I hope we can resolve this matter quickly and amicably. Thank you for your immediate attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]