

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

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

Dear [Recipient's Name],

Subject: Demand for Payment

I am writing to formally demand payment regarding [briefly describe the issue, e.g., an unpaid bill, damages, etc.]. This matter is of great importance, and I hope to resolve it amicably without further action.

Details of the Claim:

- **\*\*Amount Due:\*\*** \$[amount]
- **\*\*Date of Incident:\*\*** [date]
- **\*\*Description of the Issue:\*\*** [detailed explanation of the situation]

I have attempted to resolve this issue by [explain any previous communication or attempts to resolve the issue]. Unfortunately, despite my efforts, the matter remains unresolved.

Please consider this letter a final demand for payment. I request that you send the full payment of \$[amount] by [specific date, usually 14-30 days from the date of the letter]. Failure to do so may result in further action, which could include filing a small claims lawsuit.

I hope to hear from you soon to resolve this matter. Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]