

[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 you regarding the outstanding payment of [amount owed] that was due on [due date]. Despite several attempts to reach out, I have not received the payment or any communication regarding this matter.

As per our agreement/contract dated [date of agreement], you were obliged to make the payment by [due date]. The following details outline the nature of the transaction:

- Description of service/product provided: [Brief description]
- Invoice Number: [Invoice Number]
- Amount Due: [Specific Amount]

I kindly request that you remit the full payment by [new deadline, e.g., 14 days from date of this letter] to avoid further action. Not receiving this payment may result in additional costs and the possibility of pursuing this matter through small claims court.

I am hopeful we can resolve this amicably without further escalation.

Please contact me at your earliest convenience to discuss this matter or to inform me of the payment progress.

Thank you for your immediate attention to this urgent issue.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]