

[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],

RE: Demand for Payment

I am writing to formally demand payment in the amount of [insert amount] for [describe the service or product provided] that was due on [insert due date]. Despite multiple reminders, this amount remains unpaid.

As per our agreement, payment was to be made by [enter payment terms], and I have attached copies of relevant documents, including [list documents, e.g., invoices, contracts, correspondence] to support my claim.

Please be advised that if the full payment is not received by [insert a specific deadline, e.g., 10 business days from the date of this letter], I will have no choice but to initiate legal proceedings in small claims court.

I hope to resolve this matter amicably and look forward to your prompt attention to this issue. You may reach me at [your phone number] or [your email address] for any discussions regarding this matter.

Sincerely,
[Your Name]