

[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 request payment for the amount of [insert amount], which is owed to me as a result of [briefly describe the reason for the debt, e.g., services rendered, an unpaid invoice, or a loan].

The details of the debt are as follows:

- Amount Due: [insert amount]
- Due Date: [insert due date]
- Description of Debt: [provide a brief description of the nature of the debt]

Despite my previous attempts to resolve this matter amicably, including [mention any previous communications], I have yet to receive payment. Please be advised that if I do not receive payment by [insert deadline, e.g., 14 days from the date of this letter], I will have no choice but to pursue this matter in small claims court.

I would prefer to resolve this matter without legal action, and I urge you to contact me at your earliest convenience to discuss payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]