

[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 am writing to formally request payment for [describe the amount owed, e.g., "the sum of \$500 for unpaid services rendered on [date]"]. Despite previous communications, the amount remains outstanding.

Details of the claim:

- Description of the Service/Product: [Brief description]
- Date of Service/Product Delivery: [Date]
- Total Amount Due: [Amount]

I request that you remit payment by [specific date, typically 14 days from the date of this letter] to avoid further legal action.

Please contact me at [your phone number or email] to discuss this matter or to arrange for payment.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]