

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

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

Re: Demand for Payment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request payment regarding [brief description of the nature of the claim, e.g., "the unpaid debt for services rendered"].

****Details of Claim:****

- Amount Owed: \$[Amount]
- Date of Service/Agreement: [Date]
- Description: [Brief description of the services or goods provided]

Despite previous attempts to resolve this matter, I have yet to receive the payment of \$[Amount]. As of today, the payment is [number of days overdue] days overdue.

Please consider this letter a final demand for payment. I kindly request that you remit the total amount due by [specific deadline, e.g., "within 14 days from the date of this letter"]. Failure to respond or make the payment may leave me no choice but to pursue legal action through small claims court.

Please send your payment to the address listed above or contact me at [your phone number or email] if you wish to discuss this matter further. Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]