

[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 [brief description of the debt or issue, e.g., unpaid rent, services rendered, etc.]. This amount is due as of [insert due date].

Despite previous requests for payment, I have not received the amount owed. [You may include additional details about previous communications, if applicable.]

Please be advised that if I do not receive payment by [insert deadline, typically 14 days from the date of this letter], I may proceed to file a small claims court action against you. This letter serves as a final opportunity to settle this matter amicably.

Please send payment to the address listed above or contact me at [your phone number or email] to discuss this matter further.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature]
[Your Printed Name]