

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

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

Subject: Demand for Payment of Unpaid Debt

Dear [Debtor's Name],

I hope this letter finds you well. I am writing to formally request payment for the outstanding debt in the amount of [insert amount owed] that you owe to me, which was due on [insert due date]. Despite my previous attempts to resolve this matter, I have yet to receive payment or correspondence from you.

Details of the debt are as follows:

- Amount Owed: [insert amount]
- Original Due Date: [insert due date]
- Nature of Debt: [insert nature of the debt, e.g., loan, service owed, etc.]

Please consider this letter as a final demand for payment. I request that you remit the full amount due within [insert time frame, e.g., 14 days] of receiving this letter. If I do not receive payment or a response from you by this deadline, I will have no choice but to proceed with filing a small claims court complaint to recover the amount owed, along with any additional costs incurred.

I hope to avoid taking legal action and encourage you to contact me at your earliest convenience to discuss this matter. You can reach me at [insert phone number] or [insert email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending by mail)]