

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

[Recipient Name]
[Recipient's Title]

VZN Corporation

[Company Address]
[City, State, Zip Code]

Subject: Demand for Payment

Dear [Recipient Name],

I am writing to formally demand payment for [describe the amount due and the reason, e.g., services rendered, unpaid invoice, etc.]. This amount remains unpaid despite previous reminders sent on [list dates of previous communications].

Details of the outstanding payment are as follows:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Due Date: [Due Date]
- Amount Due: [Amount]

As agreed in our contract, payment was due on [Due Date]. To date, I have not received payment or any communication addressing this matter.

I kindly request that you remit payment within [number of days, e.g., 10 days] from the date of this letter to avoid any further actions, including [mention possible consequences, e.g., legal action, collection procedures, etc.].

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

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]
[Your Position, if applicable]