

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Debtor's Name]
[Debtor's Company Name]
[Debtor's Address]
[City, State, Zip Code]

Subject: Demand for Payment of Outstanding Debt

Dear [Debtor's Name],

I hope this letter finds you well. We are writing to formally remind you of the outstanding balance on your account with [Your Company Name]. According to our records, the total amount due as of [Due Date] is [Total Amount Due].

The specifics of the debt are as follows:

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

Despite our previous reminders and attempts to contact you regarding this matter, we have yet to receive payment. We kindly request that you remit payment within [Number of Days] days from the date of this letter to avoid further action.

Please make the payment payable to [Your Company Name] and send it to the address listed above or via [Payment Method]. If you have already sent payment, please disregard this notice.

Should you have any questions or need to discuss this matter further, please do not hesitate to contact us at [Phone Number] or [Email Address].

We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]