

[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 of [amount owed] that remains unpaid as of [last payment date].

Despite previous reminders, the debt remains unsettled. The details of the unpaid debt are as follows:

- Invoice Number: [Invoice Number]
- Date of Invoice: [Date]
- Description of Goods/Services: [Description]
- Amount Due: [Amount Owed]

Please be advised that immediate payment is required to avoid further actions, which may include legal proceedings. I kindly ask that you remit the full payment by [final payment deadline, typically 10-14 days from the date of this letter].

Should you have any questions regarding this matter, feel free to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]