

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

Dear [Debtor's Name],

Subject: Demand for Payment of Outstanding Debt

I am writing to formally demand payment for the outstanding debt of [insert amount owed], which is due as of [insert due date]. This debt is related to [briefly describe the goods/services provided].

Despite previous reminders and agreements regarding payment, our records indicate that this amount remains unpaid. Kindly refer to the following details:

- Invoice Number: [insert invoice number]
- Invoice Date: [insert invoice date]
- Original Due Date: [insert original due date]

To resolve this matter swiftly, please remit payment by [insert a specific date, typically 10-14 days from the date of this letter]. Failure to settle the debt by this date may result in [mention any further action, e.g., collection agency involvement, legal action].

We appreciate your immediate attention to this matter. If you have already submitted payment, please disregard this letter. Should you have questions or wish to discuss this matter further, feel free to contact me directly at [your phone number] or [your email address].

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]