

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

[Contractor's Name]  
[Contractor's Business Name]  
[Contractor's Address]  
[City, State, ZIP Code]

Subject: Demand for Payment

Dear [Contractor's Name],

I hope this letter finds you well. I am writing to formally request the outstanding payment for the services rendered under our agreement dated [insert contract date], regarding [brief description of the project or services].

As of today, the total amount due is [insert amount], which was originally due on [insert due date]. Despite previous communications on this matter, I have yet to receive payment.

Please consider this letter as a demand for payment. I kindly request that you remit the full payment by [insert a specific date, typically 10-14 days from the date of this letter]. Failure to settle this matter may result in further action, including but not limited to the engagement of a collection agency or legal action.

Thank you for your prompt attention to this matter. I look forward to your immediate response.

Sincerely,

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