

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Subject: Demand for Payment for Goods Sold

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally demand payment for goods sold to you on [date of sale]. The details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Description of Goods: [Description of goods sold]
- Total Amount Due: [Total Amount]
- Payment Due Date: [Due Date]

According to our records, payment for the above-mentioned invoice has not been received, and the due date has passed. As of today, the total amount due is [Total Amount], including any applicable late fees as per our agreement.

Please remit payment by [new payment deadline, e.g., 15 days from the date of this letter]. Failure to receive payment may result in additional actions, including the potential for collection procedures.

If you have already sent payment or believe this demand is in error, please contact me immediately at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name] (if applicable)