

[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 of Outstanding Balance

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally demand payment of the outstanding balance of [amount] which is currently due on your account with me. This balance was originally due on [original due date], and remains unpaid despite previous reminders.

Details of Outstanding Balance:

- Invoice Number: [invoice number]
- Invoice Date: [invoice date]
- Amount Due: [amount due]
- Payment Terms: [payment terms]

As of today, [Date], the total amount due is [total amount due, including any late fees if applicable]. Please be advised that if this amount is not paid by [final payment deadline, e.g., date two weeks from now], I may have no choice but to take further action, which could include [legal action, referral to a collections agency, etc.].

I trust that this situation can be resolved amicably. Please make your payment to the address listed above or contact me at [your phone number] or [your email] if you have any questions or would like to discuss this matter further.

Thank you for your immediate attention to this matter.

Sincerely,

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