

[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 Overdue Bill

Dear [Debtor's Name],

I hope this letter finds you well. This is a formal demand for payment regarding the overdue balance on your account with us. As of today, your account shows an outstanding balance of [Amount Due] that was due on [Due Date].

Details of the overdue account are as follows:

- Invoice Number: [Invoice Number]
- Date of Invoice: [Invoice Date]
- Amount Due: [Amount Due]
- Payment Terms: [Payment Terms]

Despite our previous reminders, we have not yet received your payment. We kindly request that you remit the full payment by [Final Payment Deadline, e.g., 10 days from the date of this letter]. Failing to do so may result in further action, which may include additional fees and the involvement of a collections agency.

Please make your payment to the address above or contact us at [Your Phone Number] if you have any questions or wish to discuss your account. Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]