

[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 - Service Contract

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the payment of [amount owed] for the services rendered under our contract dated [contract date]. Despite previous reminders and discussions, I have yet to receive payment, which was due on [due date].

As per our agreement, [briefly outline the services provided and any relevant terms]. To date, the total outstanding balance is [amount], which includes [mention any late fees or additional charges if applicable].

I kindly request that you remit payment by [specific deadline, e.g., 15 days from the date of this letter]. Failure to do so may result in further action, including but not limited to the pursuit of collections or legal remedies.

Please make the payment to [payment details or method]. If you have already made this payment, please disregard this notice.

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

Sincerely,

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