

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

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

Re: Demand for Payment

I hope this letter finds you well. I am writing to formally request payment for [describe the nature of the debt or the reason for the claim, e.g., unpaid rent, services rendered, etc.]. The total amount owed is [\$Amount], which was due on [Due Date].

Despite previous communications regarding this matter, I have yet to receive payment. To resolve this issue amicably, I request that you remit payment by [Final Deadline, e.g., within 10 days] to avoid further action.

Please send your payment to the address listed above or contact me at [Your Phone Number] or [Your Email] to discuss this matter further. Should I not receive payment by the specified deadline, I will proceed with filing a claim in small claims court.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]