

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

[Recipient's Name]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Subject: Demand for Payment of Unpaid Invoices

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request payment for the outstanding invoices dated [list dates of invoices] totaling [total amount owed]. Despite previous reminders, this amount remains unpaid as of today.

The details of the unpaid invoices are as follows:

- Invoice #[Invoice Number] - [Amount] - Due Date: [Due Date]
- Invoice #[Invoice Number] - [Amount] - Due Date: [Due Date]
- [Add additional invoices if necessary]

As per our agreement, payment was due [insert payment terms]. To avoid further action, I kindly ask that you remit payment no later than [new due date, typically 10-14 days] from the date of this letter.

Please send payment to the address listed above or contact me directly to discuss any questions regarding this matter.

Thank you for your prompt attention to this important matter.

Sincerely,

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