

[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 Unpaid Services

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request payment for services rendered to you on [date(s) of service], for which I have not yet received compensation. The total amount due is [amount owed], detailed as follows:

- [Description of service 1] - [Amount]
- [Description of service 2] - [Amount]
- [Description of service 3] - [Amount]

According to our agreement, payment was due by [payment due date]. As of today, [number of days late] days have passed without receipt of payment. Please remit payment by [final due date, typically 10-14 days from date of letter] to avoid further action. Payment can be sent to the address listed above or made via [payment method].

Should you have any questions or wish to discuss this matter, please do not hesitate to contact me directly at [your phone number or email].

Thank you for your immediate attention to this matter.

Sincerely,

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