

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Debtor's Name]  
[Debtor's Address]  
[City, Province, Postal Code]

Subject: Demand for Payment

Dear [Debtor's Name],

I hope this letter finds you well. I am writing to formally request payment of the amount owed to me in relation to [brief description of the debt, e.g., "the services rendered on [date]"].

According to my records, the total outstanding balance is [amount owed, e.g., "\$1,500.00"]. This amount was due on [due date] and remains unpaid as of today.

Please be advised that failure to settle this debt within [number of days, e.g., "14 days"] from the date of this letter may result in further action being taken, including but not limited to the possibility of legal proceedings.

I urge you to treat this matter with priority and arrange for payment to be made directly to me at the address provided above. If you have already sent payment or believe this demand is in error, please contact me immediately to discuss the situation.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]