

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, Province, Postal Code]

Subject: Demand for Payment

Dear [Recipient's Name],

I am writing to formally request payment of [amount owed] that is due to me as of [due date]. This claim arises from [brief description of the reason for the financial claim, e.g., unpaid invoice, services rendered, etc.].

Despite previous attempts to resolve this matter, including [mention any prior communications or agreements], I have yet to receive the amount owed.

As of today, the total outstanding balance is [amount owed]. Please find attached [relevant documents such as invoices, contracts, etc.] for your reference.

I kindly ask that you remit the payment by [final date for payment] to avoid further action. If payment is not received by this date, I may have no choice but to pursue legal action or engage collection services. Please contact me at your earliest convenience to discuss this matter further.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]
[Your Title, if applicable]