

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

Dear [Debtor's Name],

Re: Demand for Payment of Outstanding Debt

I am writing to formally request the payment of an outstanding debt of [amount owed] which you owe to me as of [due date]. This debt relates to [brief description of the service or product provided].

As of today, the enclosed records indicate that this amount has not been paid despite previous correspondence regarding this matter. Please find attached any relevant documents outlining the details of the transaction and payment due.

In accordance with Canadian law, I am providing you with this written notice to demand the immediate payment of the owed amount. Please remit payment by [specific date, typically 10-14 days from the date of this letter].

Failure to respond to this demand and settle this debt may result in further action being taken to recover the amount owed. This may include, but is not limited to, seeking judgment in a court of law or engaging a collection agency.

I hope to resolve this matter amicably and look forward to your prompt attention to this demand. If you have already sent payment, please disregard this letter.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Attachment: copies of relevant documents]