

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

[Partner's Name]
[Partner's Business Name]
[Partner's Address]
[City, Province, Postal Code]

Dear [Partner's Name],

RE: DEMAND FOR PAYMENT OF DEBT

I hope this letter finds you well. I am writing to formally address the outstanding debt owed to me by you/your business, as per our partnership agreement dated [insert date of agreement].

As of today, the total amount due is [insert amount] which was originally due on [insert due date]. Despite previous communications, the balance remains unpaid. The details of the debt are as follows:

- Description of debt: [insert brief description]
- Amount owed: [insert amount]
- Date of last payment (if any): [insert date]

As a partner, it is essential that we uphold our financial commitments. I kindly request that you remit the amount owed by [insert deadline - typically 14 days] to avoid further action.

Please contact me at your earliest convenience to discuss this matter or to arrange payment. Failure to respond or to settle the debt may lead to further collection actions, which I hope to avoid.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position if applicable]
[Your Company Name if applicable]