

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

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

Dear [Recipient's Name],

Re: Demand for Payment of Services Rendered

I hope this letter finds you well. I am writing to formally request payment for the services I provided to you on [date(s) of service]. As per our agreement, the total amount due for these services is [amount owed], which remains unpaid despite previous reminders.

Details of the services rendered:

- [Description of services 1, including date and price]
- [Description of services 2, including date and price]
- [Additional services if applicable]

As a reminder, the payment was due on [original due date]. Please be advised that as of today, the account is [number of days late] days overdue.

I kindly request that you remit payment by [final deadline date, e.g., 14 days from receipt of this letter] to avoid any further action. Payments can be made via [acceptable payment methods].

If you have already sent the payment, please disregard this letter.

However, if you have questions regarding this demand or wish to discuss the matter further, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

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