

[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

I hope this letter finds you well. I am writing to formally request payment for the amount of [amount owed] that is due as of [due date]. This amount is related to [brief description of the reason for the debt, e.g., services rendered, goods provided].

Despite previous communications regarding this matter, I have yet to receive the payment. I understand that circumstances may arise, but I must insist on receiving the total amount owed to avoid further actions. Please arrange for the payment of [amount owed] by [give a specific date, usually 10-14 days from the date of the letter]. Payment can be made via [list acceptable payment methods, e.g., bank transfer, cheque, etc.].

If I do not receive payment by the specified date, I may have no choice but to pursue this matter in small claims court.

Thank you for your attention to this matter. I look forward to resolving this issue promptly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]