

[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 Outstanding Invoice

I hope this letter finds you well. I am writing to formally request payment for the outstanding balance on your account, which has been due since [Due Date]. As of today, the total amount owed is [Amount Owed]. Details of the outstanding invoice are as follows:

- Invoice Number: [Invoice Number]
- Date of Invoice: [Invoice Date]
- Amount Due: [Invoice Amount]

Despite previous reminders, this amount remains unpaid. Please consider this letter a final demand for payment. I kindly request that you remit the full amount by [Final Deadline, typically 10-14 days from the date of this letter].

Failure to settle this invoice by the specified date may result in further action, including but not limited to involving a collections agency or legal proceedings.

Please make payment via [Payment Method, e.g., bank transfer, cheque, etc.]. If you have already sent payment or believe this is an error, please contact me immediately to discuss the matter further.

Thank you for your prompt attention to this matter.

Sincerely,

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