

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

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

Subject: Demand for Payment of Unpaid Contract

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally demand payment regarding the unpaid contract dated [Contract Date] between us, for [describe services/products provided].

As per the terms of our agreement, the total amount due is [Amount Owed], which was to be paid by [Payment Due Date]. As of today, this amount remains outstanding despite my previous communications on [mention any previous reminders or communications].

Please be advised that this situation is concerning and I would like to resolve this matter amicably. I kindly request that you remit the owed amount by [New Due Date, typically 10-14 days from the date of this letter].

If the payment is not received by this date, I may have no alternative but to consider further actions to recover the debt, including legal proceedings.

Thank you for your prompt attention to this matter. I hope to hear from you soon.

Sincerely,

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