

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

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

Dear [Recipient's Name],

RE: Demand for Payment of Unpaid Invoice #[Invoice Number]

I hope this message finds you well. I am writing to formally request payment for the outstanding invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount].

As of the date of this letter, this invoice remains unpaid despite previous reminders sent on [list previous communication dates]. The payment was due on [Due Date], and it is now [number of days] days overdue.

According to our records, the details of the invoice are as follows:

- Invoice Date: [Invoice Date]
- Invoice Amount: [Invoice Amount]
- Payment Terms: [Payment Terms]

Please remit payment within [number of days, typically 10-14] days from the date of this letter. If payment is not received by [final deadline date], I may have no choice but to escalate this matter, which could include pursuing further collection actions.

I would appreciate your immediate attention to this matter and a prompt resolution. If you have already sent payment, please disregard this notice, but kindly confirm the details of the transaction with me.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title or Position, if applicable]  
[Your Company Name, if applicable]  
[Your Contact Information]