

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Demand for Outstanding Payment

I hope this letter finds you well. We are writing to bring to your attention the outstanding payment that remains due for Invoice #[Invoice Number] dated [Invoice Date], in the amount of [Amount Due]. According to our records, this payment was due on [Due Date], and as of today, it is [Number of Days Overdue] days past due.

Despite our previous reminders, we have not yet received the payment. We kindly request that you remit the outstanding amount by [New Due Date] to avoid any late fees or disruption in services. Payment can be made via [Payment Method Options].

If you have already sent payment or if there are any discrepancies regarding this invoice, please contact us as soon as possible at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]

[Your Company Name]