

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Subject: Demand for Payment for Services Rendered

Dear [Recipient's Name],

I hope this letter finds you well. This correspondence serves as a formal demand for payment regarding the outstanding balance for services provided by [Your Company Name] as per the agreement dated [Date of Agreement].

Details of the unpaid services are as follows:

- Invoice Number: [Invoice Number]
- Date of Service: [Date(s) of Service]
- Description of Services: [Brief description of the services provided]
- Amount Due: [Amount Due]

According to our records, the payment of [Amount Due] was due on [Due Date]. As of this date, the payment remains unpaid.

Please be advised that if the full payment is not received by [New Deadline, typically 10-14 days from the date of this letter], I will have no choice but to consider further action to recover the debt, which may include seeking legal remedies.

I hope to resolve this matter amicably and appreciate your prompt attention to this issue. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further discussion regarding this matter.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]