

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Re: Demand for Payment - Invoice #[Invoice Number]

I hope this message finds you well. I am writing to formally request payment for the outstanding balance of [Amount Due] that is past due as of [Due Date].

Despite previous reminders, we have yet to receive payment. The outstanding amount pertains to [brief description of goods/services] provided on [date of service or delivery].

Please remit payment by [new deadline, typically 10-14 days from the date of this letter] to avoid any further action. Payment can be made via [payment method options].

If you have already sent payment, please disregard this notice.

Otherwise, I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]