

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

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

Subject: Demand for Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally demand payment for the outstanding invoice dated [Invoice Date], which was due on [Due Date]. The details of the invoice are as follows:

- Invoice Number: [Invoice Number]
- Amount Due: \$[Amount]

As of today, the total amount due is \$[Amount], which has not been received despite previous reminders. The failure to settle this debt is concerning and has necessitated this formal demand.

Please make the payment by [Deadline Date, typically within 10-14 days from the date of this letter]. Failure to remit the payment by this date may result in further action, including but not limited to, engaging a collections agency or legal proceedings to recover the debt.

We appreciate your immediate attention to this matter and trust you will resolve this promptly. Should you have any questions or need to discuss the payment, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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