

[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 of Unpaid Services

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request payment for services rendered to [Recipient's Company Name] on [date(s) of service]. Despite my previous reminders, the invoice dated [invoice date] with the amount of [amount due] remains unpaid.

Details of Services Provided:

- Description of services: [Description]
- Date of service: [Date]
- Invoice number: [Invoice Number]
- Total amount due: [Amount]

Please be advised that according to our agreement, payment was due by [due date]. As of today, the payment is [number of days overdue] days overdue. I kindly ask that you remit payment by [final payment date, typically 10-14 days from the date of this letter] to avoid any further action.

Please contact me at [your phone number] or [your email] if there are any issues regarding this invoice or if you require any further documentation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Company Name] (if applicable)