

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

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

Subject: Demand for Payment of Outstanding Debt

Dear [Debtor's Name],

I hope this letter finds you well. I am writing to formally request the payment of the outstanding debt that you owe to me.

As of today, the total amount due is [insert amount], which consists of [briefly describe the nature of the debt, e.g., loan, services rendered, etc.]. This amount was due on [insert due date].

Despite previous communications regarding this matter, I have yet to receive payment. Please be advised that you have [insert number] days from the date of this letter to remit payment in full to avoid further action.

Payment can be made via [insert payment methods, e.g., check, bank transfer, etc.], and should be sent to:

[Your Payment Address or Bank Details]

If you believe this debt is not valid or you have already made payment, please contact me immediately to discuss your account.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company Name, if applicable]