

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

RE: Demand for Payment of Outstanding Debt

I hope this letter finds you well. I am writing to formally request the payment of an outstanding debt owed to [Your Company Name]. As of the date of this letter, the total amount due is [amount owed], which was to be paid on or before [original due date].

Despite our previous communications regarding this matter, we have yet to receive the payment. This debt relates to [brief description of services/products provided]. Enclosed are copies of the relevant invoices and correspondence for your reference.

We value our relationship with [Recipient's Company Name] and would like to resolve this matter amicably and promptly. I kindly request that you remit payment by [specific deadline, e.g., "within 14 days"] to avoid any further actions.

Please make the payment to:

[Your Company Name]
[Your Company Address]
[Payment Method Details]

Should you have any questions or wish to discuss the matter further, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]