

[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],

Subject: Demand for Payment

I hope this letter finds you well. I am writing to formally request the payment of [amount owed] that is currently due. This amount stems from [brief description of the reason for the debt, e.g., services rendered, loan, etc.], which was due on [due date].

Despite previous communications regarding this matter, I have yet to receive payment. I kindly ask that you remit the owed amount by [specific deadline, e.g., 10 business days from the date of this letter].

Please make the payment via [preferred payment method] to avoid any further action. If you have already sent the payment, please disregard this notice.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]