

Letter of Demand for Payment

[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 am writing to formally demand payment for the outstanding balance of \$[amount] that remains unpaid as of [due date]. This amount is related to [brief description of the service or product provided].

Despite previous reminders, the payment has yet to be received. Please remit payment by [final payment date, typically 10-14 days from the date of this letter]. Failure to comply will result in further action, which may include legal proceedings.

Attached is a copy of the invoice for your reference.

Your prompt attention to this matter is essential and appreciated.

Sincerely,

[Your Name]
[Your Title, if applicable]