

Letter of Escalated Demand for Overdue Payment

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Escalated Demand for Overdue Payment

I hope this message finds you well. I am writing to formally address the overdue payment of [amount] for invoice number [invoice number], which was due on [due date]. As of today, this payment is [number] days past its due date.

Despite our previous reminders regarding this matter, we have yet to receive your payment. Please be advised that this situation is now escalating, and we are seeking immediate resolution to avoid further action.

We kindly request you to remit the overdue payment by [final payment deadline date]. Should we not receive the payment by this date, we may have to consider additional measures to recover the owed amount.

Thank you for your immediate attention to this matter. Please do not hesitate to contact me directly at [your phone number] or [your email] if you have any questions.

Sincerely,

[Your Name]
[Your Position]
[Your Company]