

Payment Demand Notice

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],

I hope this message finds you well. I am writing to formally request the immediate payment of the outstanding balance of [Insert Amount] for [describe the services or products rendered, including the invoice number and date]. As of today, the payment is [number of days] days overdue.

Despite previous reminders, we have not yet received payment. Please be advised that if payment is not received by [Insert Deadline Date], we may have to consider further actions, which could include [briefly mention potential consequences, e.g., late fees, legal action].

Please make the payment to the following account:

[Bank Name]

[Account Number]

[Routing Number]

[Other payment details, if necessary]

We value your business and hope to resolve this matter promptly. If you have already sent the payment, please disregard this notice.

Thank you for your immediate attention to this matter.

Sincerely,

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