

Legal Demand for Outstanding Payment

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal demand for payment for the outstanding amount due to us in connection with [brief description of services provided or goods sold]. As of today, the total amount owing is [Insert Amount], which has been overdue since [Insert Due Date].

We have previously sent you invoices regarding this matter, specifically Invoice #[Insert Invoice Number] dated [Insert Invoice Date]. Despite our efforts to resolve this amicably, we have not received payment or any communication from your side.

We kindly request that you remit the payment in full no later than [Insert Deadline, e.g., 15 days from the date of this letter]. Failure to comply with this request may result in legal action to recover the outstanding amount, along with any associated costs.

If you have any questions or require further details, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We hope to resolve this matter promptly and look forward to your swift response.

Sincerely,

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