

Formal Demand for Payment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request payment for invoice #[Invoice Number], which was issued on [Invoice Date] and was due on [Due Date]. As of today, the total amount of [Amount Due] remains outstanding.

Despite previous reminders, we have yet to receive payment. We value our business relationship and hope to resolve this matter promptly. Please arrange for the payment by [Final Due Date]. Failure to settle this invoice may result in further action and additional charges.

If you have already sent payment, please disregard this notice. Otherwise, please contact me directly at [Your Phone Number] or [Your Email] should you need to discuss this matter further.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]