

Formal Demand for Payment

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

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

Dear [Debtor's Name],

Subject: Formal Demand for Payment of Outstanding Debt

I am writing to formally demand payment of the outstanding amount of [insert amount] owed to [Your Company Name] as of [insert due date]. Despite previous reminders, this amount remains unpaid.

As per our agreement dated [insert agreement date], the payment was due on [insert due date]. Please consider this letter as our final notice. If payment is not received within [insert time period, e.g., 14 days], we may have no alternative but to consider legal action to recover the debt.

We value our business relationship and hope to resolve this matter amicably. Please make the payment at your earliest convenience to avoid further actions.

Should you have any queries or wish to discuss this matter further, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

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