

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

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

Dear [Recipient's Name],

I am writing to formally demand payment for [describe the issue, e.g., "the outstanding invoice in the amount of \$XXXX due on [due date]"] that remains unpaid.

As per our previous correspondence and agreements, the payment was to be made by [specific date] but has not been received, and the balance currently stands at [amount]. I have attached copies of the relevant documents for your reference.

Failure to remit payment immediately may compel me to take appropriate legal action to recover the funds owed. I hope to resolve this matter amicably and without the need for further steps.

Please respond by [specific date] to confirm payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]