

Demand for Payment

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally demand payment in the amount of [amount owed] which was due on [due date]. Despite previous communications, I have yet to receive the payment. This letter serves as a final notice before I proceed with legal action.

Attached are copies of [list any relevant documents, such as invoices or agreements]. Please remit payment within [number of days] days of this letter to avoid further action.

Should you fail to comply, I will have no choice but to initiate litigation to recover the owed amount, including any associated costs.

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

Sincerely,
[Your Name]