

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],

Subject: Formal Demand for Partial Payment

I hope this letter finds you well. I am writing to formally demand the payment of the outstanding balance on your account with us, which currently stands at [Total Amount Due]. As per our previous agreements, a payment of [Partial Payment Amount] is now due.

Despite our previous reminders, this amount remains unpaid. I kindly request that you make this payment by [Due Date] to avoid any further action. The details for payment are as follows:

[Payment Method Details]

If you have already made this payment, please disregard this notice. Otherwise, I look forward to your prompt response and resolution of this matter.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position, if applicable]