

Conclusive Demand for Accounts Receivable

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally demand payment for the outstanding balance on your account with [Your Company Name]. As of today, the total amount due is [insert amount], which was due on [insert due date].

Despite our previous reminders, we have yet to receive payment. It is crucial that we resolve this matter promptly to avoid any further action.

Please arrange for payment by [final payment deadline] to avoid late fees or other consequences. We value our relationship and hope to continue doing business in the future.

If you have already sent payment, please disregard this notice. For any questions, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]