Payment Demand Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Subject: Payment Demand for Outstanding Debt

Dear [Debtor's Name],

I hope this letter finds you well. I am writing to formally remind you that the payment of [amount owed] which was due on [due date] remains outstanding. As per our agreement, this payment was expected to be made on or before the due date.

Despite previous communications, this debt remains unpaid. I kindly request that you make this payment by [final due date, typically within 14 days from date of letter] to avoid any further action which may include turning this matter over to a collections agency.

You can make the payment via [payment method], or contact me directly if you wish to discuss this matter further.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Position, if applicable]