

# Final Payment Demand Letter

**Date:** [Insert Date]

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

**To:** [Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

This letter serves as a formal demand for the final payment for the contracted work completed on [Project Name or Description] as per our agreement dated [Contract Date]. As of today, the total outstanding balance of [Amount Due] remains unpaid.

Per our agreement, the final payment was due on [Due Date]. Despite several reminders, the payment has yet to be fulfilled. Please find attached copies of previous correspondence regarding this matter.

I kindly request that the outstanding amount be cleared by [New Deadline Date]. Failure to remit payment by this date may compel me to take further action, including but not limited to legal recourse. I hope it does not come to that.

If you have already sent your payment, please disregard this notice. Should you have any questions or require clarification, do not hesitate to reach out.

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

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]