

Demand for Settlement of Outstanding Balance

[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 hope this letter finds you well. I am writing to formally request the settlement of the outstanding balance on your account, which currently amounts to [amount due] as of [date]. This balance has been pending since [date of last payment or agreement], and I believe it is essential to resolve this matter promptly.

As per our previous communications, we agreed on the payment terms, and I was expecting the resolution of this outstanding balance by [previously agreed date]. However, as of today, the amount remains unpaid.

I kindly ask you to address this matter by making the payment by no later than [final deadline date]. Failure to do so may leave me with no option but to consider further actions to recover the amount owed.

I appreciate your immediate attention to this matter and look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]