

# Letter of Demand for Outstanding Account Balance

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip]

Dear [Supplier's Name],

We hope this letter finds you well. We are writing to formally demand payment for the outstanding balance on your account with us, which currently amounts to [Insert Amount]. Our records indicate that this balance has remained unpaid since [Insert Due Date].

Despite previous reminders, we have yet to receive payment, and we would appreciate your prompt attention to this matter. Please take the necessary steps to settle your account by [Insert Final Payment Deadline]. Failure to do so may result in further action, including but not limited to suspension of services and initiation of collection procedures.

If you have already sent payment or have any questions regarding your account, please contact us immediately at [Insert Contact Information].

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]