

# Demand for Immediate Payment

[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 immediate payment for the outstanding amount of [\$\$\$] that is due as of [due date]. According to our records, this payment was originally due on [due date] and remains unpaid.

Despite previous reminders, we have yet to receive payment. Please arrange for the settlement of this outstanding amount within [number of days] days from the date of this letter to avoid any further action.

If you have already sent this payment, please disregard this notice. Otherwise, please contact me as soon as possible to discuss this matter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]