

Payment Demand Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally demand payment for the amount due under our contractual agreement dated [Insert Contract Date]. As per the terms outlined in the contract, the payment of [Insert Amount] was due on [Insert Due Date].

Despite previous reminders, I have not yet received the payment. Please arrange for the payment to be made within [Insert Number of Days] days from the date of this letter to avoid any further action.

Thank you for your attention to this matter. I hope for a prompt resolution.

Sincerely,

[Your Name]

[Your Title, if applicable]