

Payment Demand for Outstanding Balance

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Client's Name]
[Client's Company Name]
[Client's Company Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: Demand for Payment of Outstanding Balance

We hope this message finds you well. We are writing to follow up on the outstanding balance related to the construction project [Project Name], referenced by invoice number [Invoice Number], dated [Invoice Date]. As of today, the amount due is [Outstanding Amount].

The payment was due on [Due Date], and we have yet to receive the payment. We understand that oversights occur; therefore, we would appreciate your prompt attention to this matter.

Please arrange for the payment at your earliest convenience to avoid any penalties or interruptions in service. Should you have any questions or require any additional documentation, please do not hesitate to contact us.

Thank you for your immediate attention to this important matter. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]