

Formal Demand for Overdue Payment

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally request payment for the outstanding balance of [amount owed] which was due on [due date]. Our records indicate that this payment is now [number of days overdue] days overdue.

As per our agreement, timely payment is crucial. We kindly ask that you address this matter by making the payment by [final deadline for payment]. If you have already sent your payment, please disregard this notice. Otherwise, please contact us to discuss your account.

Thank you for your prompt attention to this important matter.

Sincerely,

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