

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

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT - Account #[Account Number]

Dear [Debtor Name],

This letter serves as a formal demand for payment regarding an outstanding balance in the amount of **[\$[Total Amount Owed]**. This balance is currently past due for [Number] days.

The details of the debt are as follows:

- Original Invoice/Transaction Date: [Date]
- Invoice Number: [Number]
- Description of Services/Goods: [Description]
- Interest/Late Fees (if applicable): **[\$[Amount]**

Despite previous notifications, we have not received the required payment. Please remit the full balance by [Deadline Date] via one of the following methods:

- Check/Money Order to the address listed above
- Online Payment: [Link or Instructions]
- Bank Transfer: [Account Details]

If you have already sent your payment, please disregard this notice. If you dispute this debt or any portion thereof, you must notify us in writing within 30 days of receiving this letter.

Failure to settle this account or contact us to arrange a payment plan may result in further action to recover the debt.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]