

Date: [Insert Date]

TO:

[Recipient Name/Company Name]

[Recipient Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

RE: FORMAL DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as a formal demand for payment of the outstanding balance owed to [Your Name/Company Name] in the amount of **[\$[Insert Amount]]**.

This balance is currently overdue for [Insert Number] days. The debt is related to the following:

- Invoice Number: [Insert Invoice Number]
- Invoice Date: [Insert Date of Invoice]
- Description of Services/Goods: [Insert Brief Description]

Despite previous notifications, we have yet to receive the payment. Please remit the full amount of **[\$[Insert Amount]]** by [Insert Deadline Date, e.g., 10 days from today].

Payment should be made via [Insert Payment Method, e.g., Check, Bank Transfer, Online Portal].

If payment is not received by the date mentioned above, we will be forced to take further legal action to recover the debt, which may include reporting to credit bureaus or filing a claim in court. This may result in additional costs and interest being added to your current balance.

If you have already sent the payment, please disregard this notice. If there is a dispute regarding this amount, please contact me immediately at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]