

DATE: [Current Date]

TO:

[Contact Name/Accounts Payable]

[Debtor Company Name]

[Street Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Street Address]

[Your City, State, Zip Code]

[Your Phone Number]

RE: FORMAL DEMAND FOR PAYMENT - PAST DUE ACCOUNT

Dear [Contact Name],

This letter serves as a formal notice regarding your outstanding balance with [Your Company Name] for the following account:

- **Invoice Number(s):** [List Invoice Numbers]
- **Invoice Date(s):** [List Invoice Dates]
- **Total Amount Due:** \$[Total Amount]
- **Due Date:** [Original Due Date]

According to our records, your account is now [Number] days past due. Despite previous reminders, we have not received payment or a response regarding the status of this debt.

Please remit the full payment of \$[Total Amount] by [Payment Deadline Date] to ensure your account remains in good standing and to avoid further collection actions.

Payment can be made via:

- Check (Payable to: [Payee Name])
- Bank Transfer (IBAN/SWIFT: [Details])
- Online Portal: [Link if applicable]

If payment has already been sent, please disregard this notice. If there is a dispute regarding these invoices, please contact us immediately at [Phone Number] or [Email Address] so we can resolve the matter.

We look forward to receiving your payment promptly.

Sincerely,

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