

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[Recipient City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT - Invoice(s) #[Invoice Number(s)]

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding outstanding billable hours for services rendered between [Start Date] and [End Date].

According to our records, the following invoice(s) remain unpaid and are now past due:

- Invoice #[Number] | Date: [Date] | Amount: \$[Amount]
- Invoice #[Number] | Date: [Date] | Amount: \$[Amount]

Total Outstanding Balance: \$[Total Amount]

The agreed-upon payment terms were [e.g., Net 30 days]. As of the date of this letter, your account is [Number] days overdue. We have previously attempted to contact you regarding this balance on [List previous contact dates], but the matter remains unresolved.

Please remit the full payment of \$[Total Amount] by [Deadline Date, e.g., 7 days from now]. Payment can be made via [Payment Method, e.g., Bank Transfer, Check, Online Portal].

Failure to settle this balance or contact our office to establish a payment plan by the aforementioned date may result in further action, which may include the suspension of ongoing services, referral to a collection agency, or legal proceedings to recover the debt, including applicable late fees and interest.

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]