

**Date:** [Insert Date]

**To:**

[Contact Name/Accounts Payable]

[Debtor Business Name]

[Street Address]

[City, State, Zip Code]

**RE: FORMAL DEMAND FOR PAYMENT - PAST DUE ACCOUNT**

Dear [Contact Name],

This letter serves as a formal demand for payment regarding your outstanding balance with [Your Company Name] for the amount of **#[Insert Total Amount Due]**.

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

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

Our previous attempts to resolve this matter through standard billing statements have remained unanswered. Please be advised that this is a commercial debt and we require immediate payment to bring your account back into good standing.

Please remit the total balance of **#[Insert Total Amount Due]** by [Insert Deadline Date, e.g., 7 days from today]. Payment can be made via [Insert Payment Method - e.g., Wire Transfer, Check, Online Portal].

If you have already sent payment, please disregard this notice. If there is a discrepancy regarding these invoices, please contact our billing department immediately at [Your Phone Number] or [Your Email Address].

We look forward to your prompt cooperation in resolving this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]