

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

[Date]

[Recipient Name/Registered Agent]
[Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT - INVOICE #[Invoice Number]

Dear [Recipient Name],

This letter serves as a formal legal demand for the payment of outstanding balances owed to [Your Company Name] for goods or services provided under the terms of our agreement.

To date, the following invoice(s) remain unpaid:

- Invoice Number: [Invoice Number]
- Invoice Date: [Date]
- Original Amount: \$[Amount]
- Late Fees/Interest: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

These amounts are now [Number] days past due. Despite previous reminders sent on [Dates of Previous Reminders], we have not received the payment or a satisfactory explanation for the delay.

Demand is hereby made for the full payment of \$[Total Amount] to be received no later than [Number of Days, e.g., 10] business days from the date of this letter. Payment should be made via [Payment Method, e.g., Check, Wire Transfer, Portal].

Failure to remit payment by [Deadline Date] will leave us with no choice but to pursue further legal action to recover the debt. This may include, but is not limited to, filing a lawsuit, reporting the delinquency to credit bureaus, or engaging a third-party collection agency. Please be advised that such actions may result in additional costs for which you may be liable, including court costs and attorney fees.

If payment has already been sent, please disregard this notice. Otherwise, we look forward to receiving your payment immediately to resolve this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]