

[Your Name/Company Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]

RE: DEMAND FOR PAYMENT FOR SERVICES RENDERED

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding the services provided between [Start Date] and [End Date]. According to our records, your account currently has an outstanding balance of \$[Amount Owed].

The following invoice(s) remain unpaid:

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

These services were completed in full as per our agreement. Payment was due on [Original Due Date], and despite previous reminders, we have yet to receive the funds.

Please remit the total balance of \$[Amount Owed] by [Deadline Date, e.g., 10 days from today] to avoid further action. Payment can be made via [Payment Method: Check/Bank Transfer/Online Portal].

If you have already sent the payment, please disregard this letter. If there is a discrepancy regarding these charges, please contact me immediately to resolve the matter.

Sincerely,

[Your Signature]
[Your Printed Name]