

**Date:** [Insert Date]

**To:**

[Recipient Name / Company Name]

[Recipient Address]

[City, State, Zip Code]

**RE: FORMAL DEMAND FOR IMMEDIATE PAYMENT**

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding outstanding invoice(s) for services/goods provided. As of this date, your account is past due in the total amount of **\$(Insert Total Amount)**.

Despite previous reminders, we have yet to receive the payment for the following:

- Invoice Number: [Number] | Date: [Date] | Amount: **\$(Amount)**
- Invoice Number: [Number] | Date: [Date] | Amount: **\$(Amount)**

Please remit the full balance of **\$(Total Amount)** within [Number, e.g., 7] business days from the date of this letter. Payment can be made via [Payment Method, e.g., Bank Transfer, Check, Online Portal].

Failure to settle this debt within the specified timeframe may result in further action, which may include the suspension of services, referral to a collection agency, or legal proceedings to recover the funds, interest, and associated costs.

If you have already sent the payment, please disregard this notice. If you wish to discuss a payment plan, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name / Title]

[Your Company Name]

[Your Phone Number]