

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

[Date]

[Debtor Contact Name]  
[Debtor Company Name]  
[Debtor Address]  
[City, State, Zip Code]

**RE: FORMAL DEMAND FOR PAYMENT - OVERDUE ACCOUNT #[Account Number]**

Dear [Debtor Contact Name],

This letter serves as a formal demand for payment regarding the outstanding balance on your account with [Your Company Name].

According to our records, the following invoice(s) remain unpaid despite previous reminders:

- Invoice #[001] | Date: [Date] | Amount: \$[0.00]
- Invoice #[002] | Date: [Date] | Amount: \$[0.00]

**Total Outstanding Balance: \$[Total Amount]**

Please be advised that this balance is now [Number] days past due. We demand that payment be made in full within [Number] business days from the date of this letter.

Payment can be made via the following methods:  
[List Payment Methods: Bank Transfer/Check/Online Portal]

If payment is not received by [Deadline Date], we will be forced to take further action to recover this debt, which may include referring your account to a collection agency or initiating legal proceedings. This may result in additional interest, late fees, and legal costs being added to your balance.

If you have already sent payment, please disregard this notice. If there is a dispute regarding the amount owed, please contact us immediately at [Phone Number] to resolve the matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]