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

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

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

Dear [Debtor Name],

This letter serves as a formal demand for the payment of an outstanding debt in the amount of $[Total Amount Owed].

According to our records, this balance is associated with [Invoice Number/Description of Services] dated [Original Date]. Despite previous reminders, we have not received the payment which is now [Number of Days] days past due.

Please remit the full payment of $[Total Amount Owed] by [Deadline Date] to the following address:

[Payment Instructions/Address]
[Checks payable to: Name]

If you have already sent the payment, please disregard this notice. If you are unable to pay the full amount at this time, please contact us immediately at [Phone Number] to discuss a potential payment arrangement.

Failure to respond or provide payment by the date mentioned above may result in further action, including but not limited to, the referral of this account to a collection agency or the initiation of legal proceedings.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]