

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF DEMAND FOR IMMEDIATE PAYMENT

Dear [Recipient Name],

This letter serves as a formal demand for the immediate remittance of the outstanding balance on your account. According to our records, your payment for the following invoice(s) is now critically overdue:

- Invoice Number: [Number]
- Invoice Date: [Date]
- Total Amount Due: [Amount]

Despite previous notifications, we have not received the full payment. Please be advised that we require the total amount of \$[Amount] to be remitted in full by [Deadline Date].

Payment can be made via [Payment Method, e.g., Wire Transfer, Check, Online Portal].

Failure to settle this debt by the aforementioned date may result in further action, which may include the suspension of services, referral to a collection agency, or legal proceedings to recover the debt, including applicable interest and legal fees.

If you have already sent the payment, please disregard this notice. If there is a discrepancy regarding this balance, contact us immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]