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

[Date]

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

RE: DEMAND FOR IMMEDIATE PAYMENT - [Invoice Number / Account Number]

Dear [Debtor Name],

This letter serves as a formal demand for payment of the outstanding balance of $[Amount Due] owed to [Your Name/Company Name]. This amount was originally due on [Original Due Date] and is now [Number] days past due.

Despite previous reminders, we have not received the payment or any communication regarding a payment schedule. Please find the details of the debt below:

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

We require that you remit the full payment of $[Amount Due] by [Deadline Date - e.g., 5 business days from today]. Payment can be made via [Payment Method - e.g., Bank Transfer, Check, Online Portal].

Failure to settle this debt by the aforementioned date will leave us with no choice but to take further action, which may include referring your account to a collection agency or initiating legal proceedings to recover the funds. This may result in additional costs and impact your credit rating.

If you have already sent the payment, please disregard this letter. If there is a discrepancy regarding this balance, please contact us immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]