[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, your account is currently past due in the amount of **$[Total Amount Owed]**.

This balance relates to the following unpaid invoice(s):

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

We have previously sent reminders regarding these invoices; however, we have not yet received payment or a response regarding your intent to pay. Please note that as per our commercial terms, interest and late fees may be applied to the outstanding balance if payment is not received promptly.

Please remit the full payment of $[Total Amount Owed] by [Deadline Date, e.g., 7 or 10 days from date of letter] via [Payment Method: e.g., Check, Bank Transfer, Online Portal].

If there is a discrepancy or a reason why payment is being withheld, please contact our accounts department immediately at [Phone Number] or [Email Address] so we can resolve the matter.

We value your business and look forward to receiving payment to settle this account and continue our professional relationship.

Sincerely,

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