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

[Date]

[Client Name/Company Name]
[Client Address]
[City, State, Zip Code]

RE: URGENT DEMAND FOR PAYMENT - Invoice(s) #[Invoice Number(s)]

Dear [Client Contact Name],

This letter serves as a formal demand for the immediate payment of outstanding fees owed for contracting services completed on [Project Name/Description].

As of today, your account is [Number] days past due. Despite previous reminders sent on [Dates of previous contact], we have yet to receive the balance owing. The total outstanding amount is **$[Amount]**.

The details of the unpaid invoice(s) are as follows:

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

Please remit the full payment by [Deadline Date, e.g., 5 business days from today]. Payment can be made via [Payment Method: Bank Transfer/Check/Online Portal].

If payment is not received by the aforementioned date, I will be forced to take further action to recover the debt, which may include the suspension of ongoing services, the application of late interest fees as per our contract, or legal proceedings.

If you have already sent the payment, please disregard this letter. Otherwise, I look forward to receiving confirmation of payment immediately.

Sincerely,

[Your Signature]

[Your Printed Name]