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

[Date]

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

RE: FORMAL DEMAND FOR PAYMENT - Invoice #[Invoice Number]

Dear [Client Contact Name],

This letter serves as a formal demand for payment regarding professional services rendered. According to our records, your account is currently delinquent. Despite previous reminders, we have yet to receive payment for the following outstanding invoice:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date Issued]
- **Due Date:** [Original Due Date]
- **Total Amount Due:** $[Total Amount]

The aforementioned balance is now [Number] days past due. We request that you remit the full payment of $[Total Amount] within [Number, e.g., 7] business days from the date of this letter.

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

Please be advised that if payment is not received by [Final Deadline Date], we will be forced to take further action to recover the debt, which may include legal proceedings or referring your account to a collection agency. This may result in additional interest charges or legal fees as per our initial agreement.

If you have already sent payment, please disregard this notice. If there are any discrepancies or if you wish to discuss a payment plan, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]