

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

[Date]

[Recipient Name]  
[Recipient Title]  
[Client Company Name]  
[Address]  
[City, State, Zip Code]

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

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding the outstanding introduction fee owed for the placement of [Candidate Name] in the position of [Job Title].

Pursuant to our signed Recruitment Terms of Business dated [Date Terms Signed], a fee of [Amount Due] became payable upon the candidate's commencement of employment on [Candidate Start Date]. This amount is now [Number] days past due.

We have previously sent reminders on [Date of Reminders], but as of today, our records indicate that the balance remains unpaid.

Please remit the full payment of [Amount Due] within [Number, e.g., 7] business days of the date of this letter. Payment can be made via [Bank Transfer Details/Check/Payment Link].

Failure to settle this account within the specified timeframe will leave us with no choice but to escalate this matter. This may include the assessment of late interest charges as per our terms or pursuing legal action to recover the debt, including costs and legal fees.

We value our relationship and hope to resolve this matter promptly and amicably. If payment has already been sent, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]