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

[Date]

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

RE: Notice of Unpaid Construction Services - [Project Name/Contract Number]

Dear [Client Name],

This letter serves as a formal description and demand for payment regarding construction services rendered at [Project Address] between the dates of [Start Date] and [End Date].

As per our contract dated [Contract Date], the following services have been completed but remain unpaid:

- **[Service Item 1]:** [Brief description of labor or materials provided] - $[Amount]
- **[Service Item 2]:** [Brief description of labor or materials provided] - $[Amount]
- **[Service Item 3]:** [Brief description of labor or materials provided] - $[Amount]
- **Change Order #[X]:** [Description of additional work approved] - $[Amount]

Total Outstanding Balance: $[Total Amount]

The payment for these services was due on [Due Date]. To date, we have not received the balance owing. We request that payment be made in full within [Number] days of the date of this letter.

Please remit payment via [Payment Method: e.g., Check, Wire Transfer, Credit Card].

If there is a discrepancy regarding the work described above, please contact us immediately to resolve the matter. We hope to settle this account amicably and avoid further collection actions or legal proceedings.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]