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

[Date]

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

RE: FORMAL DEMAND FOR PAYMENT - PAST DUE ACCOUNT

Dear [Client Contact Name],

This letter serves as a formal demand for payment regarding outstanding invoices for independent contractor services provided between [Start Date] and [End Date].

As of [Current Date], your account is past due in the amount of **$[Total Amount Owed]**. This balance consists of the following unpaid invoices:

- Invoice #[001] - Date: [Date] - Amount: $[Amount]
- Invoice #[002] - Date: [Date] - Amount: $[Amount]
- [List additional invoices if applicable]

According to our records and the terms of our signed agreement, payment was due within [Number] days of the invoice date. Despite previous reminders sent on [Date(s) of previous emails/calls], we have not yet received payment.

Please remit the full balance of $[Total Amount Owed] within [Number, e.g., 7 or 10] business days from the date of this letter. Payments can be made via [Payment Method: e.g., Check, Bank Transfer, Online Portal].

If you have already sent payment, please disregard this notice. If there is a dispute regarding these charges, please contact me immediately in writing to resolve the matter.

Failure to settle this debt or contact me to arrange a payment plan by [Deadline Date] may result in further action, including the involvement of a collection agency or legal proceedings to recover the debt, interest, and associated costs.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]