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

[Date]

[Vendor Contact Person Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT - INTENT TO SUE

Dear [Vendor Contact Name],

This letter serves as a formal demand for payment regarding the outstanding balance owed to [Your Company Name] for the following unpaid invoices:

- Invoice #[Number] - Date: [Date] - Amount: $[Amount]
- Invoice #[Number] - Date: [Date] - Amount: $[Amount]
- [List additional invoices if necessary]

The total outstanding balance currently due is **$[Total Amount]**. These payments are significantly past due according to our agreed-upon terms.

Despite previous notifications and attempts to resolve this matter amicably, the balance remains unpaid. Please be advised that this is a **final notice**.

If full payment is not received within [Number, e.g., 7 or 10] business days from the date of this letter, I will have no alternative but to initiate formal legal proceedings against [Vendor Company Name] to recover the debt, including interest, late fees, and any applicable legal costs.

Please remit payment immediately to the following address:

[Payment Instructions/Address]

I trust that this matter can be settled without the need for litigation. I look forward to receiving confirmation of your payment immediately.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]