

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Address]

RE: DEMAND FOR IMMEDIATE PAYMENT - FORMAL NOTICE

Dear [Recipient Name],

This letter serves as a formal demand for the immediate payment of [Amount Owed], which is currently overdue.

On [Date of Broken Promise], you explicitly agreed and promised to pay the outstanding balance of [Amount] by [Date]. You have failed to honor this commitment, and the deadline has passed without receipt of funds or communication regarding the delay.

This situation is no longer acceptable. I have acted in good faith by allowing additional time based on your assurances; however, your breach of this agreement necessitates formal action.

Please be advised that I require full payment of [Amount Owed] to be made no later than [Final Deadline Date]. Payment should be made via [Preferred Payment Method].

If payment is not received by the aforementioned date, I will be forced to pursue further legal remedies to recover the debt, which may include filing a lawsuit in Small Claims Court, reporting the delinquency to credit bureaus, or engaging a collection agency. This may result in additional costs, interest, and legal fees for which you will be held responsible.

I trust that you will resolve this matter immediately to avoid further escalation.

Sincerely,

[Your Signature]

[Your Printed Name]