

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: NOTICE OF UNPAID DEBT / DEMAND FOR SATISFACTION**

Dear [Debtor Name],

This letter serves as a formal demand for payment regarding an outstanding balance in the amount of **[\$Amount Due]**. This debt is currently past due as of [Original Due Date].

The balance relates to the following: [Invoice Number / Account Number / Brief Description of Services or Goods].

Despite previous notifications, we have yet to receive the payment. Please remit the total amount of **[\$Amount Due]** to the address listed above no later than [Deadline Date, e.g., 10 days from receipt of this letter].

Accepted payment methods include: [Check, Credit Card, Bank Transfer, etc.].

If you have already sent your payment, please disregard this notice. If there is a dispute regarding this debt or if you are unable to pay the full amount at this time, please contact us immediately to discuss a resolution.

We look forward to your prompt attention to this matter to avoid further action.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]