

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

[Date]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: FORMAL DEMAND FOR PAYMENT - INVOICE #[Invoice Number]**

Dear [Recipient Name],

This letter serves as a formal demand for the satisfaction of the debt owed to [Your Company Name] for services rendered/goods provided. As of the date of this letter, your account is past due.

Our records indicate that the following invoice remains unpaid:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date of Invoice]
- **Original Due Date:** [Due Date]
- **Outstanding Balance:** \$[Total Amount Owed]

Despite previous reminders, we have yet to receive payment. We request that you remit the full balance of \$[Total Amount Owed] within [Number, e.g., 7 or 10] business days from the receipt of this letter.

Payment can be made via [List Payment Methods, e.g., Check, Bank Transfer, Online Portal].

Please be advised that if payment is not received by [Deadline Date], we will be forced to take further action to recover this debt, which may include referring your account to a collection agency or initiating legal proceedings. This may impact your credit rating and result in additional costs or interest fees.

If you have already sent payment, please disregard this notice. If there is a discrepancy regarding this invoice, please contact me immediately at [Your Phone Number] to resolve the matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]