

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

[Date]

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

RE: Formal Demand for Strict Adherence to Payment Schedule - [Contract/Account Number]

Dear [Recipient Name],

This letter serves as a formal notice regarding the payment obligations outlined in the agreement dated [Date of Agreement] between [Your Company Name] and [Recipient Company Name].

It has been noted that recent payments have been [late/inconsistent/incomplete]. According to the agreed-upon payment schedule, payments are due on the [Due Date] of each [month/week/quarter] in the amount of [Amount].

Please be advised that we require strict adherence to this schedule moving forward. Timely payments are essential for the continuation of our services and the fulfillment of our contractual obligations. Failure to remit payments by the specified deadlines may result in the following actions:

- Assessment of late fees as per the contract terms.
- Suspension of services or delivery of goods.
- Referral of the account to a collections agency.
- Legal action to recover outstanding balances.

Please confirm receipt of this letter and provide assurance that all future payments will be made in accordance with the signed agreement. If there is a temporary issue preventing timely payment, please contact us immediately to discuss a resolution.

We value our business relationship and look forward to your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]