

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Re: Demand for Payment

Dear [Recipient's Name],

I am writing to formally demand payment in the amount of [amount of claim] for [reason for the claim]. This amount remains unpaid despite previous attempts to resolve this matter amicably.

Please remit payment in full by [specific deadline, e.g., 14 days from the date of this letter].
Payment can be made via [preferred payment method, e.g., check, bank transfer, etc.].

If payment is not received by the stated deadline, I will have no choice but to pursue legal action in small claims court to recover the amount owed, along with any applicable court costs and fees.

I hope we can resolve this matter promptly and avoid further escalation. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or wish to discuss this matter further.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Full Name]