

Re: Demand for Payment

Dear

I am writing to formally demand payment in the amount of _____ for the following reasons:

This amount remains unpaid despite previous attempts to resolve this matter amicably.

Please remit payment in full by 14 days from the date of this letter. Payment can be made via cash, check, or bank transfer.

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,