**Sample**  – Demand for Payment

John Smith  
Quick Clean, Inc.  
22 Johnson Rd.  
Clementon, NJ 08021  
(555) 555-5555

Sara Johnson  
123 Fake Ave.  
Ossining, NY 10562

May 15, 2019

Dear Sara Johnson,

This letter serves as a formal demand for payment of your outstanding balance with Quick Clean, Inc. in the amount of $1,250.

On April 5, 2019, you received cleaning services at 123 Fake Ave. Payment for the services was due on April 15, 2019. As of the writing of this letter, your outstanding balance is 30 days late. A copy of the original invoice detailing the balance is attached to this document.

Unless you contact us immediately to discuss how your outstanding balance will be paid, we will be forced to pursue legal action to recover the debt which may leave you liable to pay attorney’s fees, filing costs, and your credit history may be affected. Please note this letter may be presented in court as evidence of your failure to pay.

Prompt attention to this matter would be appreciated.

Sincerely,

John Smith  
Account Manager  
Quick Clean, Inc.