

Contractor Payment Demand Letter

Date:

To:

From:

Subject: Demand for Payment - Contractor Services

Dear

This letter serves as a formal demand for payment for services provided under our agreement dated . Despite our previous communications and completion of work, the outstanding balance of remains unpaid.

I request that the full payment of the outstanding amount is made within days from receipt of this letter. If payment is not received within this timeframe, I reserve the right to pursue legal action or take other necessary steps to recover the amount due.

Please find below the details of the project and outstanding payment:

Project/Service Provided:

Invoice Number/Reference:

Amount Due:

Date Payment Was Due:

Kindly contact me at your earliest convenience if there are any questions regarding this demand.

Sincerely,