**Demand Letter for Payment Template**

Dear Mr. Johnson,

I am writing to demand that you immediately settle the outstanding invoice dated August 25, 2023, in the amount of $2,500 for services rendered as agreed upon in our contract.

Despite my attempts to resolve this matter with you through previous correspondence and reminders, I have not received a satisfactory response, nor have I received the payment owed as per our agreement.

I expect a response from you within the next 10 days to discuss a resolution to this matter, including the full payment of $2,500. If I do not hear from you within this time frame or if we are unable to reach a satisfactory resolution, I will be forced to pursue legal action to protect my rights and recover the owed amount.

Please be aware that any further delay or refusal to address this matter may result in additional damages, costs, and legal fees, for which you will be held responsible.

I look forward to resolving this matter in a timely and professional manner.

Sincerely,

Jane Mitchell