(Insert Name here)  
(Insert address line 1 here)  
(Insert address line 2 here)  
  
Dear (insert payers name here),

Re:  Letter of Demand for unpaid invoice  
  
Invoice Date: (insert date of original invoice here)

Invoice No: (insert invoice number here)

Invoice Amount: (insert invoice amount here)   
  
As you are aware the above invoice remains unpaid by you.  Despite numerous reminder emails and telephone calls requesting payment of this account, the debt remains owing.

Accordingly we advise that if payment in the sum of (insert invoice amount here) is not received by this office within seven days of the date of this letter, we will instruct our solicitor to issue proceedings against you, to recover the unpaid debt together with our legal costs.

Yours sincerely   
(insert name)   
(insert position title)