Date:

To whom it may concern,

I have sent you 5 letters in the previous month about remitting your due balance of worth 700$. During all this time, I had remained so patient and calm while waiting for you to clear the payment. However, now I feel the need to ask you to make the due payment as soon as possible. If you don’t send me the money by the 15th of this month, I will be forced to take action against you. I am hereby, insisting you pay the amount to my account (mention account number) as soon as possible to prevent any kind of problem. Your cooperation is required.

Regards,

Name of the sender  
Signatures of the sender  
Address of the sender