

# ON THE LETTERHEAD

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

## **DEMAND FOR PAYMENT**

Dear Sir,

Pursuant to your Purchase Order dated \_\_\_\_\_, bearing PO No. \_\_\_\_\_, and our conformation of the Order vide Acknowledgment and Confirmation Letter dated \_\_\_\_\_, bearing Order No. \_\_\_\_\_, the ordered goods (as per the copy of the Purchase Order attached herewith) have been delivered to you on [date]. The receipt of the said delivery has also been acknowledged by you on [date]. However, we have not yet received the payment, amounting to PKR \_\_\_\_\_/- (Rupees \_\_\_\_\_) for the said delivery.

You are, hereby, requested to make the payment of PKR \_\_\_\_\_/- (Rupees \_\_\_\_\_) against the said Order, immediately. Please note that in case the payment is not received within \_\_\_\_\_ days of your receipt of this demand notice, we shall institute legal proceedings against you for the recovery of the said amount without any further notice, and at your risk and costs, entirely.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]