

10-DAY PAYMENT DEMAND LETTER

Date: _____

THIS IS AN ATTEMPT TO COLLECT A DEBT.

AMOUNT DUE \$_____

YOU HAVE 10 DAYS TO PAY ENDING ON _____

Dear _____,

You currently have an outstanding balance with _____ in the amount of \$_____.

The outstanding balance is in regard to:

In order to resolve this matter, you shall have ten (10) days to pay this debt.

If there is no response to this demand letter by _____, all legal rights shall be explored, including but not limited to legal proceedings necessary to recover the debt without further notice or this debt may be transferred to a collection agency in accordance with State and Federal laws.

This demand letter serves as official notice to you and may be tendered in court as evidence of your failure to pay. If legal action is to occur, you may be held liable for court fees, attorney's fees, and damages, and your credit score may be affected.

We hope to resolve this matter as soon as possible.

Sincerely,
