DEMAND LETTER FOR PAYMENT

[SENDER NAME]

[SENDER ADDRESS]

[SENDER CONTACT INFO]

Date: [DATE]

[RECIPIENT NAME]

[RECIPIENT ADDRESS]

**THIS IS AN ATTEMPT TO COLLECT A DEBT.**

**AMOUNT DUE $**[DOLLAR AMOUNT DUE]

Dear [RECIPIENT NAME],

You still have an outstanding balance with [NAME OF DEBTOR] in the amount of $[DOLLAR AMOUNT].

The outstanding balance is in regard to: [REASON FOR BALANCE].

In order to resolve this matter, we are demanding that you pay the full amount of $[DOLLAR AMOUNT] by [DATE].

If there is no response to this demand letter by [DATE], all legal rights may be explored without further notice, including, but not limited to, legal proceedings necessary to recover the debt or transferring the debt 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 cooperate. 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,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[SENDER'S NAME]