

# FINAL DEMAND LETTER FOR PAYMENT

Date: \_\_\_\_\_

**THIS IS OUR FINAL ATTEMPT TO COLLECT A DEBT**

**AMOUNT DUE \$**\_\_\_\_\_

Dear \_\_\_\_\_,

You still have an outstanding balance with \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

The outstanding balance is in regard to:

In order to resolve this matter, we have provided the following payment options:

- ☐ - **Full Amount:** \$\_\_\_\_\_ due by \_\_\_\_\_.
- ☐ - **Discounted Amount:** \$\_\_\_\_\_ if paid by \_\_\_\_\_.
- ☐ - **Installment Payments:**
  - ☐ - \$\_\_\_\_\_ paid on a weekly basis.
  - ☐ - \$\_\_\_\_\_ paid on a monthly basis.

If there is no response to this demand letter by \_\_\_\_\_, all legal rights may be explored to recover the debt without further notice, including, but not limited to, legal proceedings necessary 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,

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