**PAYMENT DEMAND LETTER**

[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 currently 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 have provided the following payment options: (check all that apply)

[ ]  - **Full Amount**: $[DOLLAR AMOUNT] due by [DATE].

[ ]  - **Discounted Amount**: $[DOLLAR AMOUNT] if paid by [DATE].

[ ]  - **Installment Payments**: (check all that apply)

[ ]  - $[DOLLAR AMOUNT] paid on a weekly basis.

[ ]  - $[DOLLAR AMOUNT] paid on a monthly basis.

If there is no response to this demand letter by [DATE], 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,

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

[SENDER'S NAME]