

PAYMENT DEMAND LETTER

Date: _____

THIS IS AN ATTEMPT TO COLLECT A DEBT.

AMOUNT DUE \$_____

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, 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,
