**DEMAND LETTER**

**From**
[SENDER'S NAME]

[STREET ADDRESS]
[CITY, STATE, ZIP]
[PHONE]
[E-MAIL]

**To**

[RECIPIENT'S NAME]

[STREET ADDRESS]
[CITY, STATE, ZIP]

**Date**: [DATE]

**RE: Demand Letter for Payment**

Dear [RECIPIENT'S NAME],

This letter serves as formal notice that you currently owe an outstanding amount of **$**[AMOUNT OWED] for [REASON FOR DEMAND]

Payment was originally due on [ORIGINAL DUE DATE].

Despite previous attempts to collect this debt, payment has not been received. Please consider this as a final demand for payment.

Unless the full amount is received by [DUE DATE], I will pursue further action to recover the debt, including referring the matter to a collections agency or seeking legal remedies available under state law.

If you have questions about this debt or believe there is an error, please contact me immediately.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_