

# PAYMENT DEMAND LETTER

**From**

**To**

**Date:**

**RE:**

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

This letter serves as formal notice that you currently owe an outstanding amount of \$ \_\_\_\_\_ for \_\_\_\_\_.

Payment was originally due on \_\_\_\_\_.

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 \_\_\_\_\_, 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,

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