TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** 30-Day Demand Letter for Payment

Dear **[Mr./Mrs./Ms. Last Name]**,

I am writing in regard to an overdue payment you owe **[your/company name]** for **[product/service name]**. On, **[date debt was accrued]**, you **[explain situation that led to debt]**. You were supposed to **[mention previous payment plan]** but have not honored the agreement.

Since then, I have tried to recover the payment on **[dates when you tried to collect the debt]** to no avail. I am, therefore, giving you 30 days from the receipt of this letter to honor your payment.

If you do not comply to this request by **[deadline]**, I am ready and willing to **[provide consequences of non-compliance]**. You can contact me at **[contact information]** if you have any questions.

Sincerely,

**[Your name]**

**[Company name]**

**[Your Signature]**