TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** 5 Day Demand Letter for Payment

Dear Mr. Powell,

I installed a new asphalt shingle roof on your house, home address 109 Kite Lane Street, on 1 January 20XX, for which you were supposed to pay me an installation and labor fee of $7,000 by 15 January 20XX. I sent you two demand letters informing you that your payment was due on 20th January and 10 February, but you have not responded.

As per our agreement, your payment is now way overdue. Please consider this the last request for payment from my office and act on it by crediting the amount to ACMK009 within the next 5 days.

Should you fail to make the payment within the stipulated timeframe, I will be forced to file a lawsuit against you in court. You can contact me at mellisaking@email.com before then, if you have any queries.

Sincerely,

Melissa King