TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** 15 Day Demand Letter for Payment

Dear James Brown,

This letter is the formal request asking for the payment of $2000 in total rent, which is owed as of February 20XX, when you rented one of my apartments, 672 Bell Street. New York, NY.

I also have attached a copy of the lease to help you when making your reference.

I have tried getting in touch with you several times by email February 12, 20XXand March 14, 20XX to no avail. Likewise, I have called your phone and left a few messages on February 15, 20XX, and March 1, 20XX.

As I am writing this letter, I am still yet to get any feedback from you.

If you do not make the full payment by March 31, 20XX, you leave me no other choice as I will be forced to take legal action against you in the New York claims court.

Sincerely,

Layla Bullock.