**DEMAND LETTER**

From

**[name of sender]**

**[address]**

**[city, state]**

**[zipcode]**

**[date]**

Amount due $**[dollar amount].**

This is our final attempt to collect a debt

Dear **[recipient],**

You currently have an outstanding balance with **[name of debtor]** in the amount of $**[dollar amount].**

The outstanding balance is regarding: **[reason for balance].**

In order to resolve this matter, we have provided the following payment options: (check all that apply)

[ ]  - full amount: $**[dollar amount]** due by **[date].**

[ ]  - discounted amount: $**[dollar amount]** if paid by **[date].**

[ ]  - installment payments: (check all that apply)

[ ]  - $**[dollar amount]** paid on a weekly basis.

[ ]  - $**[dollar amount]** paid monthly.

If there is no response to this letter, all legal rights shall be explored, including, but not limited to, legal proceedings necessary to recover the debt without further notice or this debt may be transferred to a collection’s agency in accordance with state and federal laws.

This demand letter for payment serves as official notice to you and may be tendered in court as evidence of your failure to pay. If legal action is to occur to resolve this matter, it may involve having you pay attorney’s fees and may impact your credit history.

We hope to resolve this matter as soon as possible.

Sincerely,

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