<<Date>>

Demand Letter Example

Reference:
Balance Due:

Dear Sir or Madam:

We are writing to you in connection with the above balance, which is seriously past due.

It is requested that payment be made in accordance with the terms of <<Claimant Name>> invoice(s). This letter is written to afford you the opportunity to arrange for payment amicably. In the event that payment is not received in full within ten (10) days from the receipt of this letter, all available remedies may be taken. Please contact our office to make the necessary arrangements to pay this obligation.

Sincerely,

<<Claimant Contact>>
<<Claimant Name>>
<<Claimant Address>>
<<Telephone>> <<Email>>