

# DEMAND LETTER FOR PAYMENT

From

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

Date: \_\_\_\_\_, 20\_\_\_\_

**AMOUNT DUE \$**\_\_\_\_\_

**THIS IS AN ATTEMPT TO COLLECT A DEBT**

Dear \_\_\_\_\_,

You currently have an outstanding balance with \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

The outstanding balance is in regard to: \_\_\_\_\_.

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

- **Full Amount:** \$\_\_\_\_\_ due by \_\_\_\_\_, 20\_\_\_\_.  -  
**Discounted Amount:** \$\_\_\_\_\_ if paid by \_\_\_\_\_, 20\_\_\_\_.   
- **Installment Payments:** (check all that apply)  
 - \$\_\_\_\_\_ paid on a weekly basis.  
 - \$\_\_\_\_\_ paid on a monthly basis.

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,

\_\_\_\_\_

