**OFFICIAL DEMAND LETTER**

[NAME OF PARTY OWED]

[MAILING ADDRESS 1]

[STREET ADDRESS 2]

[CITY, STATE]

[ZIP CODE]

[DATE]

Dear [DEBTOR'S NAME]

I, [NAME OF PARTY OWED], am writing this demand letter as my LAST NOTICE for: [ENTER MONEY OWED AND WHAT IT IS FOR]

If there is no response to this demand letter by [DUE DATE], all legal rights shall be explored, including, but not limited to, legal proceedings necessary in accordance with State and Federal laws.

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

We hope to resolve this matter as soon as possible.

Sincerely,

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