**DEMAND LETTER**

**From**

[NAME OF PARTY OWED]

[ADDRESS]

[CITY, STATE]

[ZIPCODE]

[DATE]

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

**AMOUNT DUE $****[DOLLAR AMOUNT DUE]**

**YOU HAVE 10 DAYS TO PAY ENDING ON** **[DATE]**

Dear [NAME OF DEBTOR],

You currently have an outstanding balance with [NAME OF CREDITOR] in the amount of $[AMOUNT OWED].

The outstanding balance is in regard to: [REASON FOR DEBT].

In order to resolve this matter, you shall have ten (10) days to pay this debt.

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,

**[Signature]  
[name]**