

SAMPLE DEMAND LETTER FOR PAYMENT

ABC Company LLC
123 Main Street
Appleville, CA 19901

Date: March 15th, 2020

AMOUNT DUE \$1,250.61

THIS IS AN ATTEMPT TO COLLECT A DEBT

Dear Michael Johnson,

You currently have an outstanding balance with ABC Company LLC in the amount of \$1,250.61.

The outstanding balance is in regard to: A brand new air conditioner purchase.

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

- **Full Amount:** \$1,250.61 due by April 1st, 2020.
- **Discounted Amount:** \$1,000.00 if paid by March 20th, 2020.
- **Installment Payments:** (check all that apply)
 - \$50.00 paid on a weekly basis until the outstanding balance is paid.
 - \$200.00 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,

