

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,

