

## DEMAND LETTER

[Law Firm Name]

[Law Firm Street Address]

[Law Firm City, State, Zip Code]

[Law Firm Phone Number]

[Law Firm Email Address]

[Date of letter]

### VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

[Recipient's full legal name]

[Recipient's mailing address]

**Subject: Demand for Payment on Behalf of [Client's full legal name]**

Dear [Recipient's full legal name],

This firm represents [Client's full legal name] ("Our Client") concerning your outstanding financial obligation. This letter serves as a formal demand for payment to resolve this matter without the necessity of litigation.

Our Client has informed us, and our investigation confirms, that you owe Our Client the sum of [Amount of money demanded] for [reason for the demand, e.g., unpaid services, damages, outstanding debt]. This obligation arises from [describe the incident, claim, or dispute in detail, including relevant dates and circumstances].

Specifically, [Recipient's full legal name] failed to pay Our Client for [describe the specific services, goods, or obligations for which payment is due]. Despite Our Client's efforts to resolve this matter amicably, the payment remains outstanding.

### DEMAND FOR PAYMENT

On behalf of Our Client, we hereby demand immediate payment of the full amount of [**Amount of**

**money demanded]** to Our Client.

You must remit this payment in full within **[Number]** ([Number]) days from the date of this letter. Payment should be made directly to Our Client at [Client's mailing address] or as otherwise directed by Our Client.

#### **CONSEQUENCES OF NON-COMPLIANCE**

Please be advised that if we do not receive the full payment of **[Amount of money demanded]** within the specified **[Number]** ([Number]) days, Our Client will have no alternative but to pursue all available legal remedies to recover the outstanding amount, which may include filing a lawsuit against you. Such legal action could result in additional costs, including court costs and other expenses, for which you may be held responsible.

We urge you to take this matter seriously and to contact us immediately to discuss a resolution.

Sincerely,

[Attorney's Name]

[Attorney's Title]

[Law Firm Name]

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** [Attorney's Name]