

DEBT DEMAND LETTER

[Creditor's Full Legal Name]

[Creditor's Mailing Address]

[Creditor's Phone Number]

[Creditor's Email Address]

[Date]

[Debtor's Full Legal Name]

[Debtor's Mailing Address]

[Debtor's Phone Number]

[Debtor's Email Address]

SUBJECT: DEMAND FOR PAYMENT OF OUTSTANDING DEBT – ACCOUNT NO. [account number, if applicable]

Dear [Debtor's Full Legal Name],

This letter serves as a formal demand for payment of the outstanding debt owed by you to [Creditor's Full Legal Name].

I. DEBT DETAILS

The details of the outstanding debt are as follows: * **Original Amount of Debt:** [original amount of debt]

* **Date Debt Incurred:** [date debt incurred]

* **Description of the Debt:** [description of the debt]

As of the date of this letter, the total amount due and owing is [total amount due]. No interest has accrued on this debt. No late fees or penalties have been assessed. There are no other charges or costs included in the amount due. No partial payments have been received.

II. DEMAND FOR PAYMENT

You are hereby demanded to pay the full outstanding balance of [total amount due] by [payment deadline date].

Payment must be made in the form of [method of payment] and sent to [Creditor's Full Legal Name] at the address provided above.

III. CONSEQUENCES OF NON-PAYMENT

Please be advised that no prior written or verbal demands for payment have been made regarding this debt.

Failure to remit the full payment of [total amount due] by the deadline of [payment deadline date] will result in [Creditor's Full Legal Name] pursuing all available legal remedies to collect this debt without further notice. This may include, but is not limited to, initiating legal proceedings, which could result in a judgment against you, and the recovery of additional costs, including attorney's fees and court costs, as permitted by law.

No settlement offer or payment plan option is being offered at this time. We do not require a written acknowledgment or response from you regarding this demand.

This demand is made and governed by the laws of the State of California.

Sincerely,

[Creditor's Full Legal Name]

Signature: _____

Print Name: [Creditor's Full Legal Name]

Date: _____

Address: [Creditor's Mailing Address]