

DEMAND LETTER

Sender's Name: _____
Sender's Address: _____
City, State, Zip Code: _____
Phone / Email: _____

Recipient's Name: _____
Recipient's Address: _____
City, State, Zip Code: _____
Phone / Email: _____

RE: Demand for Payment and Notice of Intent to Pursue Legal Remedies

Dear Sir or Madam, This letter serves as a formal demand for payment of the outstanding amount owed to me/us under the terms of our agreement. Despite previous requests and communications, payment has not been received. Details of the debt are as follows:

Amount Due: _____ USD
Invoice/Contract Reference No.: _____
Due Date: _____

Pursuant to the agreement between the parties, the payment was due on the specified date. Failure to remit payment constitutes a breach of contract.

You are hereby demanded to remit full payment immediately to avoid further action.

If payment is not received within fourteen (14) calendar days of your receipt of this letter, I/we will pursue all available legal remedies to collect the debt, including but not limited to filing a lawsuit in the appropriate court in the State of Florida.

This demand is without prejudice to any other rights or remedies available under applicable law.

Please govern yourself accordingly to avoid unnecessary legal costs and damages.

All payments should be made payable to the undersigned and sent to the address listed above.

Legal Notices:

This Demand Letter is a formal legal notice intended to be compliant with the laws of the State of Florida and the United States Federal law. Nothing contained herein is intended to waive any rights unless explicitly stated. This letter may be used as evidence in a court of law. Consult your attorney if you have any questions or to discuss this matter further.

Sincerely,

Signature: _____

SENDER'S SIGNATURE

RECEIVER'S ACKNOWLEDGMENT

Signature: _____

Signature: _____

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