

DEMAND LETTER

Sender Name: _____
Sender Address: _____
Sender Phone / Email: _____

Recipient Name: _____
Recipient Address: _____
Recipient Phone / Email: _____

Re:

Demand for Payment / Performance of Obligations

This letter serves as a formal demand for immediate payment and/or fulfillment of obligations owed under the terms of our agreement. Despite previous communications and demands, the amount due remains unpaid and the obligations unperformed. This Demand Letter is sent without waiver of any rights or remedies available under law or contract.

Details of Debt / Obligation:

Description of debt or obligation: - Principal amount: \$_____ USD - Interest accrued: \$_____ USD (if applicable) - Total amount due: \$_____ USD - Invoice / Contract reference number: _____ - Due date: _____ - Other relevant details: _____

Please remit full payment of the total amount due by certified check, wire transfer, or other mutually acceptable form of payment to the following address or account no later than 15 calendar days from the date of receipt of this letter. Failure to do so will leave us no choice but to pursue all available legal remedies, including but not limited to initiating a lawsuit to recover the amount owed, along with applicable interest, costs, and attorney's fees.

Payment Instructions: - Payable to: _____ - Mailing Address: _____ - Bank Name: _____ - Account Number: _____ - Routing Number: _____

If payment or performance is not received within the specified time frame, we will proceed with all appropriate legal actions to enforce our rights and recover the outstanding amount. This may include filing a claim in court, seeking judgment, and enforcing collection measures without further notice.

This letter does not waive any rights or defenses that may be available to either party. Any disputes arising from this matter shall be resolved in accordance with the governing law provisions set forth in the underlying agreement or as provided by applicable United States law.

Contact Information:

For any questions regarding this demand or to discuss payment arrangements, please contact: - Name: _____ -
- Phone: _____ -
Email: _____

We urge you to treat this matter with the utmost urgency to avoid additional legal expenses and damages. We look forward to your prompt attention and resolution of this issue.

Sincerely,

Sender's Signature

Printed Name: _____

Title/Position: _____

SENDER'S SIGNATURE

RECIPIENT'S ACKNOWLEDGMENT

Signature: _____

Signature: _____

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