

GENERAL DEMAND LETTER TEMPLATE

Date

To: Name of Debtor
Address of Debtor
City, State, Zip of Debtor

Re: Your Company v. Name of Debtor
Amount Due: \$_____

**SENT VIA U.S. CERTIFIED MAIL
PARCEL NUMBER _____
& US FIRST CLASS MAIL**

Dear Debtor:

This letter shall serve as formal written demand for immediate payment in full of the abovecaptioned past due amount.

Documentation verifying this debt is enclosed with this correspondence. Should payment in full not be forthcoming or should arrangements for payment not be made within thirty (30) days from your receipt of this letter, appropriate collection procedures may be commenced against you.

[If your contract has provisions about penalties and/or attorneys fees, you will want to insert a paragraph warning the debtor that you will seek penalties, interest and attorneys fees in accordance with the contract terms].

Sincerely,
YOUR COMPANY

Your Name

Enclosures