

FORMAL DEBT DEMAND LETTER

From: _____

Name / Company: _____

Address: _____

Phone / Email: _____

To: _____

Name / Company: _____

Address: _____

Phone / Email: _____

Subject: Formal Demand for Payment of Outstanding Debt

Dear Sir/Madam, This letter serves as a formal demand for immediate payment of the debt owed to the undersigned ("Creditor") by you ("Debtor"). Despite previous communications and requests, the outstanding amount remains unpaid. Failure to remit payment will result in the initiation of legal proceedings to recover the debt without further notice.

Details of the Debt:

Amount Owed (USD): _____

Original Invoice / Agreement Number: _____

Description of Debt: _____

Payment Instructions:

Please remit payment via the following method(s):

- Wire transfer to the account specified in the attached invoice.
- Certified check payable to the Creditor.
- Other mutually agreed upon payment method.

Legal Notice:

This demand letter is issued in accordance with applicable laws of the United States. If full payment is not received promptly, the Creditor reserves all rights to pursue all available legal remedies, including but not limited to initiating a lawsuit to recover the outstanding debt, interest, attorney's fees, and costs of collection. This letter does not constitute a waiver of any rights or remedies available to the Creditor.

Dispute Resolution:

Should you dispute the validity or amount of this debt, you must provide a written notice of dispute within fourteen (14) days of receipt of this letter. Failure to notify the Creditor in writing within this period will be deemed an admission of the debt's validity and amount.

Acknowledgment and Signature:

Please acknowledge receipt of this letter and your intention regarding payment by signing below and returning a copy to the Creditor.

Creditor's Signature

Name:

Title:

Date:

Debtor's Signature

Name:

Title:

Date:

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