

DEMAND LETTER

Sender Name: _____

Sender Address: _____

City, State, Zip Code: _____

Phone: _____

Email: _____

Recipient Name: _____

Recipient Address: _____

City, State, Zip Code: _____

Phone: _____

Email: _____

This Demand Letter is sent as a formal demand for payment and resolution of the outstanding matter described below. This letter serves as notice that unless the undersigned receives full payment or remedy within the time specified, legal action may be initiated to enforce rights and collect the debt owed.

Details of the Demand:

[Describe here the nature of the debt, obligation, or issue prompting this demand letter. Include relevant reference numbers, invoice numbers, contract dates, services rendered, goods delivered, or other pertinent information that details the basis of the demand.]

Amount Due:

Total Amount Owed (USD): _____

Payment Instructions:

Please remit payment to the following account or address. Include any invoice or reference numbers to ensure proper credit: Bank Name: _____ Account Name: _____

Account Number: _____ Routing Number: _____ Address for

Checks (if applicable): _____

Demand for Immediate Action:

You are hereby demanded to pay the total amount due or settle the matter described herein immediately upon receipt of this letter. Failure to comply may result in the initiation of legal proceedings without further notice to you. This letter is intended to serve as written notice of the claim and demand for payment pursuant to applicable United States laws.

Reservation of Rights:

All rights and remedies available under law and equity are expressly reserved. This letter does not constitute a waiver of any rights, claims, or defenses. Receipt of this letter should not be construed as an acknowledgment of any debt or obligation beyond what is expressly stated.

Governing Law and Venue:

This Demand Letter and any related matters shall be governed by and construed in accordance with the laws of the United States and the applicable State law. The parties consent to exclusive jurisdiction and venue in the appropriate state or federal courts within the relevant judicial district.

Contact Information for Resolution:

Please direct any correspondence, payment, or inquiries regarding this demand to: Name:

_____ Phone: _____ Email:

Signature:

Sender's Signature

Signature: _____

Date: _____

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