

LETTER OF DEMAND

To: _____

Attention: _____

From: _____

Subject: _____

Dear Sir/Madam,

This letter constitutes a formal demand for payment and/or performance pursuant to the obligations owed by you under the applicable contract, agreement, or legal duty.

You have failed to fulfill your obligations despite previous requests and opportunities to remedy the situation.

Accordingly, you are hereby required to pay the outstanding amount or perform the required acts in full immediately upon receipt of this Letter of Demand.

Failure to comply with this demand within the stipulated timeframe will compel us to initiate all necessary legal proceedings to recover the debt and enforce our rights, including but not limited to filing suit and seeking interest, costs, and attorney's fees as permitted by law.

Details of the Debt / Obligation:

Amount Due: _____

Description of Debt / Obligation: _____

Invoice / Reference Number(s): _____

Due Date: _____

Legal Basis and Rights:

This demand is made pursuant to your obligations under applicable United States contract and commercial laws. All claims asserted herein are without waiver of any other rights or remedies available at law or in equity. Interest shall accrue at the maximum rate permitted by applicable law. We reserve all rights to pursue collection, damages, costs, and attorney's fees to the fullest extent permitted.

Instructions for Payment or Performance:

Please remit payment or perform the required actions immediately to avoid further legal action. Payments should be made via wire transfer, cashier’s check, or other immediately available funds acceptable to the undersigned. Please contact us immediately upon receipt of this letter to discuss or clarify any matters regarding this demand.

Contact Information:

Name:

Address:

Phone:

Email:

Sincerely,

Sender's Name and Title

Sender's Signature

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