

Formal, professional demand letter

Dear [Debtor Name],

This letter serves as a formal demand for the payment of the outstanding balance of [Amount Owed] on your account [Account Number], which has been overdue since [Due Date].

We request that payment be made in full within [Number of Days, e.g., 14] days from the date of this letter. Failure to remit payment within this period may result in further action, including the initiation of legal proceedings.

Please contact our office immediately if you have already settled this balance or require clarification regarding this matter.

Sincerely,

[Your Name]

[Company Name]

[Contact Information]

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