

Letter of Demand for Deposit Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally demand the payment of the deposit in the amount of [Insert Amount] that was due on [Insert Due Date]. As per our agreement dated [Insert Agreement Date], the deposit was to be paid to ensure [brief description of purpose of deposit].

Despite previous reminders, I have yet to receive the payment. Please consider this letter as a formal demand for payment. I would appreciate it if you could arrange for the deposit to be paid by [Insert Final Deadline, e.g., MM/DD/YYYY]. Failure to do so may result in further action being taken.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]