

Demand for Joint Responsibility in Repayment

Date: _____

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address the matter of our joint financial responsibilities regarding the loan taken on [date of loan], in the amount of [loan amount]. As you are aware, both of us signed the repayment agreement, which stipulates that we are equally responsible for the repayment of this loan.

As of today, the outstanding balance is [current outstanding balance]. It has come to my attention that the terms of our agreement have not been adhered to, leading to a situation that requires immediate resolution.

Therefore, I kindly demand that we discuss our next steps to ensure the repayment is made in a timely manner, as outlined in our original agreement. I suggest we meet on or before [proposed meeting date] to establish a feasible repayment plan.

Please consider this letter as an official demand for our joint responsibility in addressing this matter. I hope to hear from you soon so we can resolve this issue amicably.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]