

# Legal Demand for Debt Settlement

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Debtor's Name]

[Debtor's Address]

[City, State, ZIP Code]

Subject: Demand for Payment of Outstanding Debt

Dear [Debtor's Name],

I am writing to formally demand payment of the outstanding debt you owe to me in the amount of [insert amount]. This debt arises from [briefly describe the nature of the debt, e.g., a loan, unpaid invoice, etc.].

As of today, the total amount, including any accrued interest, amounts to [insert total amount]. According to our records, this amount was due on [insert due date]. I have made several attempts to contact you regarding this matter, but I have not received any response.

Please remit payment in full by [insert deadline, typically 10-14 days from the date of the letter] to avoid further action. Payment can be made via [insert payment method, e.g., check, bank transfer, etc.].

Should I not receive payment by the specified date, I will have no choice but to pursue legal action to collect the debt without further notice to you.

I hope we can resolve this matter amicably and avoid the need for legal proceedings.

Sincerely,

[Your Name]

[Your Title, if applicable]