

# Letter of Demand Before Legal Proceedings

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Demand for Payment/Demand for Resolution

I am writing to formally demand payment of [amount owed] for [describe the goods/services provided or the reason for the demand]. The payment was due on [due date], and despite previous communications, I have yet to receive any payment from your side.

Please be advised that if I do not receive payment by [final deadline, typically 10-14 days from the date of this letter], I will be compelled to initiate legal proceedings to recover the amount owed, along with any applicable interest and costs associated with such proceedings.

This letter serves as a final opportunity for you to settle this matter amicably. Please contact me immediately at [your phone number] or [your email address] to discuss this matter further.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]