

Pre-Litigation Demand Letter

[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],

I am writing to formally demand payment for [describe the issue briefly, e.g., "the outstanding invoice dated XYZ"]. Despite previous communications regarding this matter, the amount of [specify amount] remains unpaid.

As per our records, this payment was due on [insert due date]. I have attached [mention any relevant documents, if any] for your reference.

Please consider this letter as a final demand for payment. If I do not receive a response by [insert response deadline], I will be compelled to take further action to recover this debt, which may include pursuing legal remedies.

Thank you for your immediate attention to this matter. I hope to resolve this issue amicably and look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title, if applicable]