

# Letter of Demand for Adjustment on Unpaid Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally demand an adjustment regarding the unpaid balance on my account, which currently stands at [Insert Amount]. This amount has been outstanding since [Insert Date], despite my previous attempts to resolve this matter amicably.

The details of the unpaid balance are as follows:

- Invoice Number: [Insert Invoice Number]
- Invoice Date: [Insert Invoice Date]
- Due Date: [Insert Due Date]
- Outstanding Amount: [Insert Amount]

In accordance with our agreement, payment was due on [Insert Due Date], which has now elapsed. I kindly request that you review our records and rectify this issue promptly. Should the balance remain unpaid, I may have to explore other avenues to recover the debt, including potential legal action.

Please respond to this letter within [Insert Time Frame] to confirm receipt and outline the steps you will take to resolve this issue.

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

Sincerely,

[Your Name]