

Debt Collection Demand Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient's Name

Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

RE: Demand for Payment of Outstanding Debt

I am writing to formally demand payment of the outstanding debt of [amount owed] that you owe to [Your Company Name]. This debt is related to [describe nature of debt/service provided] and was due on [due date].

As of today, the total amount owed, including any late fees or interest, amounts to [total amount]. You have previously received [number] of reminders regarding this payment, dated [list dates of previous communications].

Please make the payment by [final payment date] to avoid further action. Payment can be made via [payment methods]. If you believe this amount is incorrect or if you wish to discuss this matter, please do not hesitate to contact me directly at [your phone number] or [your email address].

Failure to respond to this letter or settle the debt may result in further action, including but not limited to referral to a collections agency or legal proceedings.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]