

DEMAND LETTER

Phone number: _____

_____, 20__

You were to have paid the amount of \$ _____ USD (the "Debt") to me on _____ and this Debt remains outstanding despite my requests for payment. The Debt relates to:

_____.

I hereby demand that payment of the full amount of the Debt be paid to me within _____ days from the date of this letter at the following address(es): _____,

_____.

Please note that if I have to commence legal proceedings in order to secure repayment of the debt owing, this letter will be tendered in court as evidence of your failure to attempt to resolve this matter. Further, you may be liable for any court costs, attorney fees and damages, including punitive damages.

You might want to contact a lawyer to discuss your legal rights and responsibilities.

Yours sincerely,

