**State of [INSERT STATE]**

**DEMAND FOR PAYMENT**

**[INSERT DATE]**

**[INSERT ADDRESS DETAILS]**

**Sent by [email OR post to [INSERT DETAILS]]**

**RE: Demand for payment**

Dear [INSERT ADDRESSEES NAME],

[INSERT IF ON BEHALF OF CLIENT] We act for [INSERT CLIENT NAME].

As of the above date, you still owe [me **OR** my client] for:

Rent. **OR**

Your purchase. **OR**

Your account with account number: [INSERT ACCOUNT NUMBER]. **OR**

Other: [STATE OTHER].

Your payment is overdue by [DAYS] days. Your original due date was [ORIGINAL DUE DATE].

**The Contract** [INSERT IF BREACH OF CONTRACT]

[INSERT DETAILS OF CONTRACT BREACH & PAYMENT TERMS]

**Late charge**

There is no late charge. **OR**

As a result of the delay detailed above, you now owe:

$[LATE CHARGE] in late charges. **OR**

[PERCENTAGE]% of the total amount in late charges.

If you have any questions regarding this letter, please contact:

Phone: [NUMBER]

Postal mail: [ADDRESS]

Email: [ADDRESS].

**Failure to Respond**

You have [7 **OR** other] days to respond to this letter and make payment to the below account:

[INSERT DETAILS OF BANK ACCOUNT].

If you do not respond to this letter within the specified timeframe above, [I **OR** my client] will be forced to take the appropriate legal action against you (without further reference to you) and will seek all available damages and remedies necessary that have been suffered as a result of your actions.

Sincerely,

[PRINTED NAME]

[TITLE]