# ****Sample 1**** – LEGAL LETTER

Collection of Debt

Dunn & Associates  
Attorneys at Law  
155 W 70th St.  
New York, NY 10023

November 19, 2017

Mr. Calvin Jones  
Baxter Construction LTD.  
201 Ann St.  
Newburgh, NY 12550

Re: Final Demand Letter Prior to Legal Action

On behalf of our client Tottman Supplies Corp., we at Dunn & Associates are writing to inform you of an overdue payment owed to our client. According to the construction materials invoice agreed upon by you and our client, you owe $8,960 for materials plus delivery.

This payment is currently 60 days overdue which, consequently, will result in interest charges applied to the delivery charge. Tottman Supplies Corp. charges 1.5% interest per 30 days, which is a reasonable percentage for the inconvenience. Therefore, you will be charged an additional $268.80 for the 60 days currently overdue, bringing the total amount owing to $9,228.80.

This letter serves as the final warning for overdue payment. If payment is not made within 7 days, we will have no choice but to take immediate legal action. Please contact our firm at (212) 719-8589 if there are any questions regarding this demand.

Yours Truly,  
Patrick J. Lloyd  
Attorney | Dunn & Associates