

Important Note about this Sample:

This is a sample demand letter to request for money owed. All names and details listed on this sample are not real, and any resemblance to real names or facts are only coincidental.

When we draft a demand letter, whether it is a cease and desist letter, demand for payment, letter to a landlord, or any other legal letter, the letter is drafted unique to your cause of action.

Sample Demand Letter

John Doe
CEO
Doe & Smith Inc
123 Garnet Ave, Suite I,
San Diego California 92109

June 20, 2020

Attn:

Maria Smith
General Manager at [REDACTED], Inc
345 Stonecreek,
Palo Alto, California 94304

Dear General Manager/Legal:

The purpose of this letter is to demand payment of money owed regarding your Agreement with Doe & Smith Inc.

On December 09, 2019, you signed an Agreement in our favor for performing Drwayll installation services. The current balance owed under the Agreement is \$98,124.00.

For your reference, I have enclosed a copy of the invoices that remain unpaid, invoice # 1234, 1235, 1236, 1246, 1253, and 1254.

You have not previously informed Doe & Smith Inc that the services rendered were defective in any manner or otherwise did not comply with the terms of the Agreement.

As of today, June 20, 2020, you also owe late charges of \$1,000.00.

Demand is made upon you for full payment of the following amount:

Principal Balance	\$98,124.00
Late Charges	\$1,000.01
<i>Total</i>	\$99,124.00

Accordingly, in the event that payment of the above-referenced amount is not made in full within thirty (30) days of the date hereof, Doe & Smith Inc shall seek to enforce all of its available rights and remedies in accordance with applicable law including, but not limited

to, its actual damages and all damages incurred by Doe & Smith Inc incidental to the collection thereof and the enforcement of its rights. Doe & Smith Inc will also seek reimbursement for its legal expenses related to the collection of amounts due.

Please give this matter your prompt attention.

Please note that 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.

This is the address that you listed and is the address that I will be using to correspond with you unless I am given updated information; which I have not been given up to this point.

You may contact me if you have any questions or need additional information. I can be contacted by phone at [REDACTED]. I can be contacted via e-mail at johndoe@[REDACTED].

Sincerely,

John Doe

Sample Demand Letter