

DEMAND LETTER

TO:

Dear _____,

I hope this letter finds you well. I am writing this letter on behalf of _____ and to address the outstanding payment arising from the Loan Agreement dated _____, that is currently due and payable.

We are aware that delays may occur from time to time in commercial life. Based on this, in order to get your payments in order, we do offer an installment payment plan for your loan. We have several payment processes and methods. Please reach out to us as soon as possible if you want to make a payment arrangement.

We are hoping to receive a response from you soon. Our offer is valid until _____, if you do not respond to this letter, unfortunately, we will be required to take legal actions and follow legal procedures. To avoid inconvenience from both parties, please get in touch with us soon.

We believe that this matter can be resolved amicably and without further escalation. We appreciate your immediate attention to this issue and your prompt payment.

Thank you for your cooperation.

Best regards,

Name

Title

Date

Signature



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