

STRONG DEMAND LETTER FOR PAYMENT

SENDER

RECIPIENT

Dear _____,

You currently have an outstanding balance with _____.

As per our records, the amount due on your account is _____, which was due on _____ . Despite our repeated attempts to contact you and remind you of the payment, we have not received any response or payment from your end.

If you agree to resolve this matter by _____ you will be required to ONLY pay _____.

If you agree to make Installment Payments until the outstanding balance is paid, the payment plan shall be as follows:

Payment Plan

Amount (\$)	Due Date

If there is no response to this letter within _____, all legal rights shall be explored, including but not limited to legal proceedings necessary to recover the debt without further notice or this debt may be transferred to a collections agency in accordance with the state and federal laws.

This letter serves as official notice to you and may be tendered in court as evidence of failure to pay. If legal action is to occur to resolve this matter, it may involve having you pay attorney's fees and may impact your credit history.

We request that you take immediate action to settle your debt and prevent any further escalation of this matter. Please contact us at _____ to discuss a payment plan or make arrangements to settle your debt in full.

We hope to receive your prompt response and payment to avoid any further action.

Sincerely,

Signature



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