

Demand Letter

THIS IS MADE ONLY FOR GENERAL PURPOSE AS IT DOES NOT
CONTAIN ALL YOUR SITUATION CIRCUMSTANCES. WE RECOMMEND
THAT YOU SEEK THE HELP OF AN ATTORNEY

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[Location], this [date]

**WITHOUT ANY PREJUDICE
« BY STANDARD MAIL»**

ADDRESS OF THE DEBTOR
OR PARTY IN DEFAULT

OBJECT: [Subject of your claim]

Mister [name],

This letter is pursuant to your agreement to pay [Company name] for our services on
_[date]_____ for the amount of _____. (as shown in exhibit A)

Your failure to pay as per the _____ invoice amounts to a breach of contract.

[add relevant article of law or case law] *optional

Please acknowledge receipt of this letter within five business days. By this present letter,
we formally ask you to make your payment no later than _____. Failure to respond
will give us no choice but to pursue prompt legal action.

Thank you in advance for your swift attention to this matter. We look forward to hearing
from you. If you have any questions, please do not hesitate to contact us at _____.

Sincerely,

(signature)

[attach any exhibit/document]