

## **FINAL DEMAND FOR PAYMENT**

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Re: Final Demand for Damages to Property at [Address of Damage]

Dear [Recipient Name],

This letter serves as a formal final demand for payment regarding the damage caused to my property on [Date of Incident].

To date, I have sent [Number] previous notices regarding this matter on [Dates of previous letters]. As of this time, I have not received the required payment of \$[Total Amount Owed].

The total amount requested is based on the following:

- [Description of Damage 1]: \$[Amount]
- [Description of Damage 2]: \$[Amount]
- [Labor/Repair Costs]: \$[Amount]

Total Balance Due: \$[Total Amount]

## **WARNING OF LEGAL ACTION**

Please consider this your final opportunity to settle this debt amicably. If payment is not received in full or a formal payment plan is not agreed upon by [Deadline Date, e.g., 10 days from today], I will have no choice but to pursue further legal action.

This may include filing a lawsuit in Small Claims Court, reporting the debt to collections, and seeking additional recovery for court costs, interest, and legal fees as permitted by law.

Please remit payment to the following address:

[Your Name]  
[Your Mailing Address]  
[City, State, Zip Code]

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]