

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

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

RE: FORMAL DEMAND FOR [INSERT SUBJECT: E.G., PAYMENT / BREACH OF CONTRACT]

Dear [Recipient Name],

This office represents [Client Name] regarding [briefly state the matter, e.g., the unpaid invoice for services rendered on Date].

According to our records, you are currently in default regarding [describe the obligation or dispute]. Despite previous attempts to resolve this informally, the following amount/action remains outstanding:

- **Principal Amount Due:** \$[Amount]
- **Description of Issue:** [Provide a brief, factual description of the claim]

This letter serves as formal notice and a demand for [payment of the full amount / specific performance of the contract] by no later than [Insert Date, e.g., 10 business days from the date of this letter].

Failure to comply with this demand within the timeframe stated above will result in our client pursuing all available legal remedies to protect their interests. This may include, but is not limited to, the initiation of formal litigation, which could subject you to additional costs, interest, and legal fees.

Please remit payment to [Insert Payment Instructions] or contact this office immediately to discuss a resolution.

We look forward to your prompt response.

Sincerely,

[Your Signature/Name]
[Your Title]