

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**RE: FINAL DEMAND FOR PAYMENT - Settlement Agreement dated [Date of Agreement]**

Dear [Recipient Name],

This letter serves as a formal final demand for payment pursuant to the Settlement Agreement executed on [Date of Agreement] regarding [Brief Description of Original Dispute].

Under the terms of the Agreement, you were required to pay the total sum of \$[Total Amount] by [Original Due Date]. To date, our records indicate that we have only received \$[Amount Received], leaving an outstanding balance of \$[Balance Due].

You are currently in default of the Settlement Agreement. Please be advised that if the full outstanding balance of \$[Balance Due] is not received by [Deadline Date], we will take immediate action to enforce the terms of the Agreement.

This may include, but is not limited to:

- Commencing legal proceedings to recover the full original claim amount.
- Seeking interest, late fees, and legal costs as permitted by law.
- Entering a formal judgment against you if provided for in the Agreement.

Please remit payment immediately via [Payment Method: Wire Transfer/Check/Online Portal] to avoid further escalation.

Sincerely,

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