

# Demand Letter

Formal notice of obligation owed and request for payment or performance

**Important Notice:** This demand letter is a formal request for payment or performance. It is not legal advice. For claims over \$5,000, complex disputes, or if the debtor has legal representation, consider having an attorney review or send the letter.

## 1. Sender Information

### Business/Individual Name\*

ABC Cleaning Services LLC

### Contact Person Name

John Smith, Owner

### Street Address\*

123 Main Street

### City, State, ZIP\*

Austin, TX 78701

### Phone Number\*

(512) 555-0100

### Email Address\*

billing@abccleaning.com

## 2. Recipient Information

### Recipient Name (Individual or Business)\*

Jane Doe or XYZ Corporation

### Street Address\*

456 Oak Avenue

### City, State, ZIP\*

Austin, TX 78702

### Phone Number

(512) 555-0200

### Email Address

jane@xyzcorp.com

## 3. Letter Date and Reference

### Date of Letter\*

dd/mm/yyyy



### Invoice/Account Number(s)

INV-2024-0456, INV-2024-0457

### Contract/Agreement Reference

Service Agreement dated January 15, 2024

## 4. Nature of Claim

### Type of Claim\*

-- Select Claim Type --



### If Other, Specify

Describe claim type

## 5. Statement of Facts

### Date Services Began

dd/mm/yyyy



### Date of Breach/Non-Payment\*

dd/mm/yyyy



### Description of Services Provided or Agreement Terms\*

Describe the services rendered, work completed, or contractual obligations in detail...

### Summary of Communications/Collection Attempts

List dates and methods of prior contact attempts (emails, calls, etc.)...

**Note:** Be factual and objective. Avoid emotional language or accusations that could be used against you.

## 6. Amount Owed

### Principal Amount Owed\*

\$3,500.00

### Interest Accrued (if applicable)

\$175.00

### Late Fees (if applicable)

\$50.00

### Other Charges

\$0.00

### Total Amount Demanded\*

\$3,725.00

**Note:** Only include interest and fees if your contract or state law permits. Reference the applicable contract provision or statute.

## 7. Legal Basis for Claim

### Select all that apply:\*

- Written Contract
- Oral Agreement
- Unjust Enrichment
- Statutory Violation
- Other

### Relevant Contract Provisions or Statutes

Reference specific sections, e.g., 'Section 5.2 Payment Terms' or state prompt payment act...

## 8. Specific Demand

### Action Required\*

-- Select Action Required --



### If Other, Describe Required Action

Describe the specific action required...

### Acceptable Payment Methods:

- Check
- Bank Transfer/ACH
- Credit Card
- Money Order
- Other

### Payment Address or Instructions

Mail checks to... or transfer to account...

## 9. Deadline for Response

Response/Payment Deadline\*

dd/mm/yyyy



Number of Days from Receipt

-- Select --



**Note:** Most demand letters allow 10-30 days for response. Check your contract for any required notice periods.

## 10. Consequences of Non-Compliance

### Intended Actions if Demand Not Met:\*

- File lawsuit in small claims court
- File lawsuit in civil court
- Report to credit bureau
- Engage collection agency
- Seek attorney fees and court costs
- Other

### Additional Consequences (if any)

Describe any other actions you intend to take...

**Legal Disclaimer:** Do NOT threaten criminal prosecution, licensing board complaints, or public exposure conditioned on payment — this may constitute extortion. Only threaten legal actions you actually intend to pursue.

## 11. Supporting Documentation

### Attached Documents:

- Copy of Contract/Agreement
- Unpaid Invoice(s)
- Proof of Delivery/Completion
- Prior Correspondence
- Photos/Evidence
- Other

### Description of Other Attachments

List any additional documents attached

## 12. Delivery Method

### Method of Delivery\*

-- Select Delivery Method --



### Tracking/Confirmation Number

Enter after sending

### Date Sent

dd/mm/yyyy



**Note:** Certified mail with return receipt requested provides the strongest proof of delivery for court purposes.

## 13. Signature Block

I, the undersigned, hereby certify that the information provided in this demand letter is true and accurate to the best of my knowledge. I am authorized to make this demand on behalf of the sender identified above.

**Sender Signature\***

**Date Signed\***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Printed Name\***

**Title/Position**

Owner, Accounts Receivable Manager

**Note:** Demand letters do not require notarization. However, keep a signed copy for your records.