{Date}

{Recipient’s name}

{Recipient’s address}

{City, State, Zip Code}

RE: Demand for {Reason for Writing}

Dear {Mr./Mrs./Ms. Last name},

This letter serves as a {type of demand letter} demand for your {reason for sending the letter}, as served by {sender’s name}. I have attached a copy {name supporting documents} for more details.

On {date}, you received {product/service details} at {recipient’s address}, for which payment was due on {date}. As of the writing of this demand letter, your debt is overdue.

If you do not contact {sender’s name} within {period} to discuss this matter, we will be forced to {mention legal consequences of non-compliance}.

We would appreciate prompt attention to this matter.

Sincerely,

{Your name}

{Job Title}

{Company}