

Sample Final Demand Letter

FINAL DEMAND
“CERTIFIED MAIL”
(or) **“RECEIPT RECORDED FAX”**

July 31, 2008

Contact
Company Name
Address
City, State, Zip

Re:	<u>Invoice</u>	<u>Date</u>	<u>Amount</u>	
	23543200	10/15/08	12,417.47	- PO# <u>12345</u>
	Interest to Date:		<u>465.40</u>	
	TOTAL NOW DUE:		12,882.87	

Dear Mr./Ms. Customer:

The purpose of this letter is to notify you that despite numerous efforts to obtain final payment for the above invoice, I have been unsuccessful and must now accelerate collection efforts in accordance with the terms and conditions or our original agreement dated ____ and signed by you on _____. *(If the customer did not sign an agreement, leave this part out)*

Please refer to your copy of our agreement. It clearly states the following:

(Sample Heavy Language – pull something like this from one of your agreements)

6. Default: “Purchaser shall pay for expenses of Seller in enforcement of remedies including reasonable attorney’s fees and other legal expenses. All overdue payments shall bear interest at 1½ % per month until paid in full...”

In accordance with this provision, your total amount due on the attached invoice is now \$_____. This includes interest to *[date]* only. Interest will continue to accrue until date of payment. If we do not receive this payment by *[date]*, we will, at our option, pursue this matter in _____ County Justice Court or forward this account to our corporate collection agency, in which case your company will be reported to the major business credit reporting agencies. This action will affect your company’s credit rating. **We may also report this to the I.R.S. as Debt Cancellation Income under I.R.S. Reg. S1.61-12 if payment is not received.**

We request payment of the above by _____. Thank you in advance for your prompt attention to this matter.

Sincerely,

Your Name
Your Title

Encl.