

Demand Letter For Education Loan

Alex Thompson
456 Maple Street
Chicago, IL 60616
alex.thompson@email.com
(555) 678-1234

June 28, 2024

Financial Services Department
Bright Future University
789 University Drive
Chicago, IL 60616

Re: Demand for Payment of Outstanding Education Loan

To Whom It May Concern,

I hope this letter finds you well. I am writing to formally demand the payment of the outstanding education loan balance of \$15,000 that is due to Bright Future University.

Background

- **Date of Loan Agreement:** September 1, 2020
- **Loan Amount:** \$20,000
- **Loan Purpose:** Education expenses for the academic years 2020-2022
- **Current Outstanding Balance:** \$15,000

Current Situation

Despite my previous attempts to discuss and resolve this matter, the payment remains outstanding. As of the date of this letter:

- The outstanding balance on the education loan is \$15,000
- The loan repayment was scheduled to begin on October 1, 2022, and is now over 18 months past due

Demand

Therefore, I hereby demand that you:

1. Pay the outstanding balance of \$15,000 immediately

Deadline

Please take notice that if the above demand is not met by July 12, 2024, I will have no alternative but to pursue all available legal remedies to resolve this matter, including but not limited to reporting the delinquency to credit bureaus and initiating legal action to recover the owed amount.

Consequences

I hope we can resolve this issue without resorting to legal action. However, please be advised that if legal action is necessary, I will seek recovery of all costs and expenses, including attorney's fees.

Contact Information

If you wish to discuss this matter further or have any questions, please do not hesitate to contact me at (555) 678-1234 or alex.thompson@email.com.

Thank you for your prompt attention to this matter.

Sincerely,

Alex Thompson