Demand Letter Format

**Michael Johnson
789 Pine Avenue
Columbus, OH 43215
michael.johnson@email.com
(555) 987-6543**

**June 28, 2024**

**Sarah Brown
321 Oak Street
Columbus, OH 43216**

**Re: Demand for Payment of Outstanding Invoice**

Dear Ms. Brown,

I hope this letter finds you well. I am writing to formally demand the payment of $5,000 due to the outstanding invoice for services rendered by my company, Johnson Consulting, on April 1, 2024.

### Background

* **Date of Agreement/Incident:** April 1, 2024
* **Description:** On the mentioned date, Johnson Consulting provided consulting services to your company as per the agreement signed on March 1, 2024. An invoice (#98765) for $5,000 was issued on April 1, 2024, with a due date of April 15, 2024.

### Current Situation

Despite our previous correspondence and attempts to resolve this matter amicably, the payment remains outstanding. As of the date of this letter:

* The outstanding amount is $5,000
* The invoice is now over two months past due

### Demand

Therefore, I hereby demand that you:

1. Pay the outstanding amount of $5,000 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 initiating a lawsuit.

### 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) 987-6543 or michael.johnson@email.com.

Thank you for your prompt attention to this matter.

Sincerely,

**Michael Johnson**