

Demand Letter Format

Michael Johnson
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Columbus, OH 43215
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(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