

Letter of Demand for Payment

A letter asking the debtor to pay an amount owed by a set date. Template v1.0.

Date: _____

From (the Creditor): _____

To (the Debtor): _____

This letter is a formal request that the Debtor pay the amount below. The Creditor would prefer to settle the matter without going to court.

1. What the money is for

The Debtor owes the Creditor money for:

Invoices or dates this covers:

2. Amount owed

Total amount owed and unpaid: _____

3. When and how to pay

Please pay the full amount by: _____

How to pay:

4. If the amount is not paid

If the full amount is not paid by that date, and no other arrangement has been agreed in writing, the Creditor intends to take the next step the law allows, which is to:

5. Payment plans and questions

If the Debtor cannot pay the full amount by that date, or believes that any part of it is not owed, the Creditor asks the Debtor to get in touch before that date. The Creditor is willing to talk and may agree a payment plan in writing.

Contact the Creditor at: _____

Nothing in this letter waives any right the Creditor has to recover the amount owed, with any interest and costs the law allows.

Creditor

Signature

Name

Date