**Sample Demand Letter for Payment**

[Your Name]

[Address]

[City, State, Zip code]

[Email]

**Date:**

[Name of the Breaching Party]

[Address]

[City, State, Zip code]

Dear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of Breaching Party]

This demand letter for payment is in line with the loan that I gave you on the \_\_\_\_\_\_\_\_ [Date] in the amount of \_\_\_\_\_\_\_\_\_\_\_ [include dollar amount of the loan] for the down payment of your new home. At that time, we agreed that the loan was to be repaid on or before\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date].

You have failed to make any payments towards this loan. It has been \_\_\_\_\_\_\_\_\_ [no of months/years] since the loan was to be repaid in full. I request that upon receiving this letter, you make the full payment of the amount.

Failure to make the payments in full before \_\_\_\_\_\_\_ [Period], I reserve the rights to take further legal action against you to recover the debt without any offering any other notice to you.

This letter shall be provided as evidence in court should you fail to pay with the demands made. If this matter escalates to court, you shall be required to pay all the applicable interest, filing, and attorney’s fees, any other related expenses.

Your immediate response to this demand letter will be appreciated.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name]

\_\_\_\_\_\_\_\_\_\_\_\_ [Phone Number]

List any attachments