

COLLECTION DEMAND LETTER

[Your Name]
[Address]
[City, State, Zip]

[Date]

[Name]
[Address]
[City, State, Zip]

Attention: _____

As of the date of this letter, your payment which, under the terms of a promissory note you entered into, was due on _____, has not been received and is now past due.

If you have already forwarded your payment, please disregard this letter; otherwise, please forward your payment immediately in order to avoid default under the promissory note dated _____, 20__.

Sincerely,
