

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Demand for Payment – Final Notice Before Legal Action

Dear :

I have tried to contact you numerous times in order to discuss the issue of your past due payment for 6 orders of tulip bulbs. Currently, your bill stands at \$ 500.00 and is 7 months past due. If you do not contact me within 7 business days to make payment arrangements, I will be compelled to initiate legal action to recover the funds you owe.

Therefore, I hope we can come to a speedy resolution in this matter.

Sincerely,

N A M E