

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Re: , Inc.

Dear :

Our firm represents , Inc. On behalf of our client we hereby demand payment of \$ for services rendered in connection with the . This account is seriously past due and our client has instructed us to commence litigation if payment is not made within fifteen (15) days of your receipt of this letter.

This is a serious matter which requires your immediate attention. Should you have any questions or desire to discuss this matter, please do not hesitate to contact me.

Sincerely,

BY:

/
pc: