

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

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

RE: Balance due for the work performed by «People1CompanyName»

«ContactPrefix»«ContactSurname»:

This correspondence will inform you that «People1CompanyName» is represented by the _____ in connection with the work (hereinafter referred to as the “Work”) performed at «ContactStreet», «ContactCity», «ContactState» (hereinafter referred to as the “Property”).

The purpose of this correspondence is to inform you that a balance of «FileCustomPage2Field2» (hereinafter referred to as the “Balance”) remains outstanding with respect to the Work, and that immediate payment is demanded of you.

FACTS

«FileSummary»

Outstanding Balance

After providing for all credits and setoffs for sums paid, the Balance now due «People1CompanyName» for the Work, including all applicable Extras, is overdue. Despite repeated requests by «People1CompanyName», you have refused to remit this sum.

Remedies For Non-Payment

Should you fail to pay the above referenced Balance due within thirty (30) days of the receipt hereof, this office will takes all appropriate measures to enforce the rights of «People1CompanyName» at law and equity, including but not limited to an action for breach of contract, unjust enrichment and account stated.

Conclusion

We anticipate your written response to this letter by or before «**EventDeadline**». Failure to remit the Balance will result in the initiation of such legal action as this office deems appropriate.

Regards,

Attorneys for «People1CompanyName»

Cc: «People1CompanyName»

FEDERAL DEBT COLLECTION ACT NOTICE

THIS IS AN ATTEMPT TO COLLECT A DEBT. ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE.

1. Unless you, within 30 days after receipt of the attached letter, dispute the validity of this debt, or any portion thereof, the debt will be assumed to be valid.
2. If you notify this office in writing within 30 days that the debt, or any portion thereof, is disputed, this office will obtain verification of the debt or, if applicable, a copy of the judgment against you, and a copy of the verification or judgment will be mailed to you by this office.
3. Upon your written request within the 30-day period, this office will provide you with the name and address of the original creditor, if different from the current creditor.