

# UNPAID INVOICE DEMAND LETTER

[YOUR FULL LEGAL NAME] [YOUR ADDRESS]

**VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

[RECIPIENT S NAME] [RECIPIENT S ADDRESS]

**Re: Formal Demand for Payment of Past-Due Invoice**

Dear [RECIPIENT S NAME]:

This letter constitutes a formal written demand for payment of past-due amounts owed by you to [YOUR FULL LEGAL NAME]. Despite prior requests for payment, the balance described below remains unpaid and is now significantly past due.

## **I. Factual Background**

[FACTUAL BACKGROUND DATES EVENTS AGREEMENT CONTEXT]

## **II. Amount Due and Owing**

As of the date of this letter, the total amount due and owing from you to [YOUR FULL LEGAL NAME] is **\$0.00** (zero dollars and 00/100). This sum represents the unpaid principal balance of invoices, services rendered, and/or goods delivered, and does not include accruing interest, late fees, collection costs, or attorneys' fees, all of which are expressly reserved.

Interest continues to accrue on the unpaid balance at the contract rate, or, absent a contract rate, at the maximum lawful rate of interest permitted under the laws of the State of [STATE].

## **III. Demand for Payment**

You are hereby **DEMANDED** to remit payment of **\$0.00** in immediately-available funds within **14 (fourteen) days** of receipt of this letter. Payment must be made by cashier's check, certified check, wire transfer, or other immediately-available funds delivered to [YOUR FULL LEGAL NAME] at [YOUR ADDRESS], or as the parties mutually agree in writing.

[SPECIFIC ACTION S DEMANDED PAY RETURN]

## **V. Consequences of Non-Payment**

If we do not receive compliance by the deadline, we will pursue all available legal remedies without further notice, including filing suit to recover the amount owed plus interest, costs, and attorneys' fees where permitted.

If payment is not received within the deadline specified above, [YOUR FULL LEGAL NAME] will, without further notice, pursue all available legal remedies, which may include: (i) filing a civil action in a court of competent jurisdiction for recovery of the principal amount, pre-judgment and post-judgment interest, costs, and attorneys' fees where permitted; (ii) referral of the debt to a collection agency; (iii) reporting of the debt to consumer and commercial credit bureaus; and (iv) post-judgment remedies including wage garnishment, bank-account levy, and recording of judgment liens against real and personal property.

## **VI. Preservation of Evidence and Reservation of Rights**

You are directed to preserve all documents, records, electronically-stored information, communications, and data relating to the subject matter of this demand pending potential litigation. Destruction, deletion, or alteration of such materials may give rise to spoliation sanctions.

This letter is not, and shall not be construed as, a waiver, release, accord, or compromise of any right, claim, or remedy. All rights and remedies available at law or in equity are expressly reserved.

Govern yourself accordingly.

Sincerely,

**[YOUR FULL LEGAL NAME]**

---

PRINTED NAME

---

SIGNATURE

---

DATE