

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

Date: [Insert Date of the Official Demand Letter]

[Recipient Name]
[Recipient Company Name, if applicable]
[Recipient Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR [Insert Subject, e.g., Payment/Action]

Dear [Recipient Name],

This letter serves as a formal demand regarding [describe the issue, e.g., an outstanding balance or unfulfilled contract].

The facts of the matter are as follows: [Provide a brief, factual description of the situation, including relevant dates and previous attempts to resolve the issue].

In order to resolve this matter without further legal action, I am requesting that you [state the specific action required, e.g., pay the amount of \$0.00] by no later than [Insert Deadline Date].

If I do not receive a response or the requested action by the aforementioned date, I will be forced to pursue further legal remedies to protect my interests.

I look forward to your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]