

SENDER:

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email]

DATE: [Current Date]

RECIPIENT:

[Recipient Name or Business Name]
[Recipient Address]

RE: FINAL DEMAND FOR PAYMENT AND NOTICE OF INTENT TO FILE FORMAL CLAIM

Dear [Recipient Name],

This letter serves as a formal final demand for the payment of **[\$Amount Owed]**. This balance is currently overdue for [Description of debt, e.g., services rendered, goods purchased, or security deposit return] as of [Original Due Date].

I have made previous attempts to resolve this matter on [List dates of previous contact], but the balance remains unpaid. I am writing to provide you with one final opportunity to settle this debt voluntarily before I pursue legal action.

Please send the full payment of **[\$Amount Owed]** to the address listed above no later than **[Deadline Date, e.g., 10 days from today]**.

If payment is not received by the deadline stated above, I will immediately file a lawsuit against you in Small Claims Court without further notice. Please be advised that in addition to the principal amount, I will seek recovery for:

- Court filing fees
- Process server fees
- Statutory interest (where applicable)

I hope to resolve this matter amicably and avoid the time and expense of litigation. I look forward to receiving your payment promptly.

Sincerely,

[Your Signature]
[Your Printed Name]