

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

[Current Date]

[Recipient Name/Registered Agent]

[Company Name]

[Street Address]

[City, State, Zip Code]

**RE: FORMAL DEMAND FOR PAYMENT - NOTICE OF INTENT TO SUE**

Dear [Recipient Name or Claims Department],

This letter serves as a formal demand for payment of outstanding fees owed for independent contractor services provided by [Your Name/Company Name] to [Company Name] between the dates of [Start Date] and [End Date].

Per the Independent Contractor Agreement dated [Date Agreement was Signed], services were rendered and invoiced accordingly. To date, the following invoices remain unpaid and are past due:

- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- **Total Outstanding Balance: \$[Total Amount]**

Despite previous inquiries made on [Dates of previous emails/calls], the balance remains unpaid. This failure to pay constitutes a breach of contract.

**DEMAND IS HEREBY MADE** that you remit the full amount of \$[Total Amount] within [Number, e.g., 10] business days of the date of this letter. Payment should be made via [Check/Wire Transfer/ACH] to the following address/account: [Your Payment Details].

If payment is not received by [Deadline Date], I will have no alternative but to pursue all available legal remedies to recover the debt. This may include, but is not limited to, filing a lawsuit in [County Name] Court. Please be advised that such action will include a claim for the principal balance, plus applicable interest, court costs, and reasonable attorney's fees as permitted by law.

I hope to resolve this matter amicably and avoid the necessity of litigation. I look forward to receiving your prompt payment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]  
[Your Email Address]