

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

[Date]

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

**RE: FINAL DEMAND FOR PAYMENT / NOTICE OF INTENT TO SUE**

Dear [Recipient Name],

This letter serves as a formal final demand for the payment of [Amount Owed] which is currently past due. This balance is related to [Description of Debt/Services/Invoice Number] dated [Original Date].

Despite previous requests for payment on [Dates of previous contact], the outstanding balance remains unpaid. I have attempted to resolve this matter amicably; however, your failure to remit payment or propose a satisfactory payment plan has left me with no other choice but to pursue legal action.

**DEMAND IS HEREBY MADE** for the full payment of \$[Amount Owed] to be received no later than [Number of Days, e.g., 10] days from the date of this letter.

Payment should be sent to the following address:

[Your Name/Business Name]  
[Address for Payment]

If payment is not received by the close of business on [Deadline Date], I will immediately file a lawsuit against you in [Name of County] County Court without further notice. I will seek to recover the full amount owed, plus interest, court costs, and any applicable attorney fees permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]