

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

[Date]

[Debtor Contact Name]
[Debtor Company Name]
[Debtor Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR SATISFACTION OF DEBT - ACCOUNT #[Account Number]

Dear [Debtor Contact Name],

This letter serves as a formal demand for the immediate satisfaction of the outstanding debt owed by [Debtor Company Name] to [Your Company Name].

As of [Date], our records indicate that your account is past due in the amount of **\$(Total Amount Owed)**. This balance consists of the following unpaid invoices:

- Invoice #[Number] - [Date] - **\$(Amount)**
- Invoice #[Number] - [Date] - **\$(Amount)**

Despite previous reminders sent on [Dates of previous contact], we have not received payment or a proposal for a payment schedule. Please be advised that we require full satisfaction of this debt within [Number] business days from the date of this letter.

Payment should be made via [Payment Method: Check/Wire/Online Portal].

Failure to satisfy this debt or contact our office to arrange a formal settlement by [Deadline Date] will leave us with no choice but to escalate this matter. This may include transferring your account to a third-party collection agency or initiating legal proceedings to recover the principal amount, plus applicable interest and legal fees.

We look forward to resolving this matter promptly. If payment has already been sent, please disregard this notice.

Sincerely,

[Your Signature]

[Your Name]
[Your Title]