

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

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Demand for Unpaid Property Damage Balance

Dear [Recipient Name],

This letter serves as a formal demand for the remaining balance owed for property damage that occurred on [Date of Incident] at [Location of Incident].

The total cost of repairs/replacement for the damage caused was \$[Total Amount]. To date, I have received a partial payment of \$[Amount Already Paid], leaving an outstanding balance of **\$(Remaining Balance)**.

The remaining balance is due to the following reasons:
[Briefly list reasons, e.g., unpaid labor costs, supplemental repair findings, or insurance shortfall].

I have attached copies of the invoices, repair estimates, and proof of the partial payment received for your reference.

Please remit the full remaining balance of \$[Remaining Balance] within [Number, e.g., 10 or 14] business days from the date of this letter. Payment can be made via [Preferred Payment Method].

If payment is not received by [Deadline Date], I will be forced to pursue further legal action to recover the full amount, which may include filing a claim in small claims court. I hope we can resolve this matter promptly and amicably.

Sincerely,

[Your Signature]

[Your Printed Name]