

****Template 1: Demand Letter for Unpaid Rent****

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

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

Dear [Recipient's Name],

Subject: Demand for Unpaid Rent

I hope this letter finds you well. I am writing to formally request payment for the overdue rent for the property located at [Property Address]. As of today, the total amount due is [\$Amount]. According to our lease agreement signed on [Lease Start Date], rent payments are due on [Due Date]. As of [Last Payment Date], you have not made a payment for the months of [List Months Due].

Please remit the total amount due by [Final Payment Date]. If I do not receive the payment by this date, I may have no option but to pursue legal action in small claims court to recover the owed amount.

I hope we can resolve this matter amicably. If you wish to discuss this further, please contact me at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

****Template 2: Demand Letter for Breach of Contract****

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

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

Dear [Recipient's Name],

Subject: Demand for Payment Due to Breach of Contract

I am writing to formally demand payment in the amount of [\$Amount] as a result of your failure to fulfill the terms of our contract dated [Contract Date] regarding [Brief Description of Contract].

As per our agreement, payment was to be made by [Payment Due Date], which is now past due. I have attempted to contact you on multiple occasions to resolve this issue; however, I have not received a satisfactory response. If I do not receive payment by [Final Payment Date], I will have no choice but to file a claim in small claims court to recover the amount owed, including any applicable court fees.

I hope to settle this matter without further action. Please respond promptly to avoid escalation.

Thank you for your immediate attention.

Sincerely,

[Your Name]

****Template 3: Demand Letter for Returned Check****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Demand for Payment of Returned Check

I am writing regarding the check you issued to me on [Date of Check] for the amount of [\$Amount]. Unfortunately, this check was returned due to insufficient funds on [Date Returned].

As a result, the total amount currently owing is [\$Amount plus any fees, if applicable]. I kindly request that you remit this amount by [Final Payment Date].

Please be advised that if payment is not received by this date, I may be compelled to take legal action through small claims court to recover the total owed, plus any associated fees.

I would prefer to resolve this matter amicably, so please contact me as soon as possible to discuss your payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]