

Demand Letter From the Attorney

S&S Associates
Legal firm
11345 Sector-23,
New York – 11229

May 6th, 2019

Mr. Steve Robinson,
Standup Technologies
230 St. Stolmes
New York – 11229

Subject: Last demand letter before legal action

Dear Mr. Robinson,

We are writing this letter on behalf of our client Mr. Richard Treaves to inform you about a payment that has been pending from your side since the last 3 months. According to the legal agreement entered by both of you on 2nd February 2019, you were supposed to complete the payment of the office renovation services provided by our client. The payment date was stipulated to be 4th of March 2019. However, the payment of \$ 4000 has still not been cleared from your end. This letter is to notify that if you do not take further action and complete the payment, we will be forced to take the legal action. Also, you are supposed to pay a fine due to the inconvenience caused to our client.

The final date of payment would be 11th May 2019 after which we shall pursue legal action against your company. Kindly contact our firm for more details.

Yours truly,
(Signature)
Reston Lloyd
Attorney| S&S Associates

