Demand Letter for Money Owed

From,
Ina Burt
Ap #130-1685 Ut Street
Tyler KS 73510
(410) 483-0352

18-08-2008

To,
Lyle Sutton
Ap #250-9843 Elementum St.
South Gate Missouri 68999

Subject: (**********)

Dear Lyle Sutton,

This letter is a reference to the $2000 that I had given you on 5th December 2018. We both had agreed that you will pay the aforementioned sum in the installments of $500 after every couple of months.However, you have not paid anything as of today, 6th June 2019. It has been well over one year now and I expect you to pay the complete amount as early as possible. Also, I may opt for legal actions if you do not respond to this letter immediately and agree to pay in full.
The immediate response from your end will be highly appreciated.

Yours Sincerely,
(Your Signature)
Ina Burt

BEST
LETTER TEMPLATE