

Example Of Demand Letter

Name & Address of Borrower

Dear _____

I am writing about the loan I made to you of \$ _____.

on / / for _____.

dd mm yyyy describe the purpose of the loan

Our agreement was that you would pay me back in full by ___/___/____. But up until now, you have not made any payments. It has now been ____ days since the loan was due.

The full amount of \$ _____ is now due.

If I do not receive payment in full by ___/___/____, I will take legal action to recover the full amount of the loan, as well as pre- and post-judgment interest, filing fees, and any other costs.

If you have any questions, please feel free to contact me at:

604-____-_____.

Sincerely,

Your Signature