

Form:

Attorney Letter Demanding Payment

Description:

This is a sample letter to come from attorney demanding payment for overdue sums under a contract. It can be modified to fit the particular facts.

Attorney Letter Demanding Payment

[Law Firm or Attorney Letterhead]

[Date]

Mr. Joe Smith
President
Deadbeat, Inc.
777 Reno Ave.
San Francisco, CA

Re: Legal Action Against Your Company

We are legal counsel for ABC Suppliers, Inc., a California corporation (“ABC”). As you may know, ABC entered into a contract on _____ (the “Contract”) providing for the delivery to you of various equipment. All of that equipment has been timely delivered to you under the terms of the Contract and ABC has otherwise fully performed under the terms of the Contract.

However, certain amounts due by you under the Contract have not been paid. Indeed, this amount has been overdue for over 120 days. Under the terms of the Contract, the amount owed incurs late interest at the rate of 1½% per month and a late fee of 5% of the principal amount owed if not paid within 30 days of the date owed. So as of _____, your overdue amount is equal to \$15,000.

As you may also remember from the Contract, there is an attorneys’ fees clause, such that if ABC were to bring legal action against you, it would be entitled to the overdue amount plus its legal fees and expenses.

ABC is fully prepared to bring legal action against your company unless payment is not made within 7 days of the date of this letter. If you have any questions, please feel free to call the undersigned at (415) 773-5930.

Very truly yours,

Richard Hardrock
Attorney-at-Law