

DEMAND LETTER

Date: _____ day of
_____, 20 _____

To: _____
Address: _____
Phone: _____
Email: _____

From: _____
Address: _____
Phone: _____
Email: _____

Re: Demand for Payment/Performance of Contractual Obligation

Dear _____,

This letter serves as a formal demand for the fulfillment of your legal obligation under the terms of the agreement dated _____ day of
_____, 20 _____,
between _____ ("Creditor") and
_____ ("Debtor").

Pursuant to the agreement, you are required to _____
(describe obligation, e.g., pay the sum of \$ _____ or
perform specific actions). As of the date of this letter, you have failed to comply with these
obligations, resulting in a breach of contract.

DEMAND

You are hereby demanded to fulfill your obligations by completing the following actions within
ten (10) business days from the date of this letter:

1. Payment of the sum of \$ _____ to be made payable to
_____ and delivered to the address listed above.
2. Performance of the following actions: _____ .

Failure to comply with this demand within the specified timeframe will result in the initiation of
legal proceedings against you to enforce the agreement and recover any damages incurred,
including but not limited to attorney's fees and court costs.

GOVERNING LAW

This letter and the underlying agreement shall be governed by and construed in accordance with
the laws of the State of _____ .

SEVERABILITY

If any provision of this letter is found to be invalid or unenforceable, the remaining provisions
shall continue in full force and effect.

ENTIRE AGREEMENT

This letter constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes any prior agreements or understandings, whether written or oral.

NOTICE

Any notices required or permitted under this letter shall be in writing and shall be deemed delivered when sent via certified mail, return receipt requested, to the addresses listed above.

AMENDMENT

This letter may only be amended or modified by a written agreement signed by both parties.

DEFAULT AND REMEDY

In the event of default, the non-defaulting party shall be entitled to all remedies available at law or in equity, including but not limited to specific performance and damages.

TERMINATION

This demand shall remain in effect until the obligations are fulfilled or legal action is initiated.

CONSIDERATION

The parties acknowledge that the obligations outlined in this letter are supported by valid consideration, the receipt and sufficiency of which are hereby acknowledged.

JURISDICTION

The parties agree that any legal action or proceeding arising out of or relating to this letter shall be brought exclusively in the courts of the State of _____ ,

and the parties hereby consent to the jurisdiction of such courts.

Please govern yourself accordingly.

Sincerely,

Signature: _____

Date: _____

Print Name: _____

WITNESS

Signature: _____

Date: _____

Print Name: _____

NOTARY PUBLIC

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of
_____, 20 _____.

Signature: _____

Date: _____

Print Name: _____

Notary Public, State of _____

My Commission Expires: _____ day of

_____, 20 _____

[Seal]