

Collection Demand Letter

(your name)
(street)
(city, state, zip)

(date)

(name)
(street)
(city, state, zip)

Attention: _____

As of the date of this letter, your payment which, under the terms of a promissory note you entered into, was due on _____, has not been received and is now past due.

If you have already forwarded your payment, please disregard this letter; otherwise, please forward your payment immediately in order to avoid default under the promissory note dated _____, 201(x)

Sincerely,
