

COLLECTION DEMAND LETTER

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 _____.

Sincerely,

NOTICE

The information in this document is designed to provide an outline that you can follow when formulating business or personal plans. Due to the variances of many local, city, county and state laws, we recommend that you seek professional legal counseling before entering into any contract or agreement.