**Simple Demand Letter Sample**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient's Name]**  
[Recipient's Address]  
[City, State, ZIP Code]

**Subject: Demand for Payment**

Dear [Recipient's Name],

I am writing to formally request payment of the outstanding amount of **[Amount Due]** for the services provided on **[Date of Service]**. Despite previous reminders, this amount remains unpaid.

Please arrange payment by **[Specific Deadline Date]**. If payment is not received by this date, I will have to consider further action.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]

**Simple Demand Letter for Goods**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient's Name]**  
[Recipient's Address]  
[City, State, ZIP Code]

**Subject: Demand for Delivery of Goods**

Dear [Recipient's Name],

I am writing to request the immediate delivery of the goods ordered on **[Order Date]**. The order, totaling **[Order Amount]**, was due for delivery on **[Delivery Date]**. However, I have not yet received the items.

Please ensure the delivery of the goods by **[New Deadline Date]**. If this is not possible, I will need to seek other options.

Thank you for your cooperation.

Sincerely,  
[Your Name]

**Simple Demand Letter for Service Completion**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient's Name]**  
[Recipient's Address]  
[City, State, ZIP Code]

**Subject: Demand for Service Completion**

Dear [Recipient's Name],

I am writing to request the completion of the services agreed upon in our contract dated **[Contract Date]**. The services were expected to be completed by **[Expected Completion Date]**. However, they remain unfinished.

Please complete the services by **[New Completion Date]**. If the work is not finished by this date, I may need to consider other options.

Thank you for addressing this issue promptly.

Sincerely,  
[Your Name]

**Simple Demand Letter for Refund**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient's Name]**  
[Recipient's Address]  
[City, State, ZIP Code]

**Subject: Demand for Refund**

Dear [Recipient's Name],

I am writing to request a refund of **[Amount]** for the product/service purchased on **[Purchase Date]**. Unfortunately, the product/service did not meet the expected standards, and I would like to return it for a full refund.

Please process the refund by **[Refund Deadline Date]**. If I do not receive the refund by this date, I will need to take further action.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]

**Simple Demand Letter for Rent Payment**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Tenant's Name]**  
[Tenant's Address]  
[City, State, ZIP Code]

**Subject: Demand for Rent Payment**

Dear [Tenant's Name],

This is a formal request for the payment of rent in the amount of **[Amount Due]** for the property located at **[Property Address]**. The rent was due on **[Due Date]**, and as of today, it remains unpaid.

Please make the payment by **[Specific Deadline Date]**. Failure to pay by this date may result in further action, including eviction proceedings.

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Name]

**Simple Demand Letter for Property Damage**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient's Name]**  
[Recipient's Address]  
[City, State, ZIP Code]

**Subject: Demand for Property Damage Compensation**

Dear [Recipient's Name],

I am writing to request compensation for the damages caused to my property located at **[Property Address]** on **[Date of Incident]**. The estimated cost of repairs is **[Amount]**.

Please arrange payment or repair of the damages by **[Specific Deadline Date]**. If I do not hear from you by this date, I may need to pursue legal action.

Thank you for your cooperation.

Sincerely,  
[Your Name]

**Simple Demand Letter for Loan Repayment**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Borrower's Name]**  
[Borrower's Address]  
[City, State, ZIP Code]

**Subject: Demand for Loan Repayment**

Dear [Borrower's Name],

This is a reminder to repay the loan amount of **[Loan Amount]** that was borrowed on **[Loan Date]**. As per our agreement, the payment was due on **[Due Date]**.

Please make the payment by **[Specific Deadline Date]**. If the payment is not received by this date, I may need to take further action.

Thank you for your prompt attention.

Sincerely,  
[Your Name]

**Simple Demand Letter for Security Deposit Return**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Landlord's Name]**  
[Landlord's Address]  
[City, State, ZIP Code]

**Subject: Demand for Security Deposit Return**

Dear [Landlord's Name],

I am writing to request the return of my security deposit in the amount of **[Amount]** for the rental property at **[Property Address]**. The lease ended on **[Lease End Date]**, and the property was returned in good condition.

Please return the deposit by **[Specific Deadline Date]**. If I do not receive it by this date, I may need to take legal action.

Thank you for your prompt attention.

Sincerely,  
[Your Name]

**Simple Demand Letter for Contract Enforcement**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient's Name]**  
[Recipient's Address]  
[City, State, ZIP Code]

**Subject: Demand for Contract Enforcement**

Dear [Recipient's Name],

This is a formal request to enforce the contract dated **[Contract Date]** between us regarding **[Description of Contract]**. As of now, the agreed-upon terms have not been fulfilled.

Please fulfill your obligations under the contract by **[Specific Deadline Date]**. If you do not comply, I may need to pursue legal action.

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Name]

**Simple Demand Letter for Wage Payment**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Employer's Name]**  
[Employer's Address]  
[City, State, ZIP Code]

**Subject: Demand for Unpaid Wages**

Dear [Employer's Name],

I am writing to request payment of unpaid wages in the amount of **[Amount Due]** for work performed on **[Dates of Employment]**. Despite multiple reminders, this amount remains unpaid.

Please arrange payment by **[Specific Deadline Date]**. If I do not receive payment by this date, I may need to seek further action.

Thank you for addressing this matter promptly.

Sincerely,  
[Your Name]

**Simple Demand Letter for Intellectual Property Infringement**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient's Name]**  
[Recipient's Address]  
[City, State, ZIP Code]

**Subject: Demand for Cease and Desist - Intellectual Property Infringement**

Dear [Recipient's Name],

I am writing to inform you that you are infringing on my intellectual property rights by **[Describe Infringement]**. This is a violation of **[Relevant Law or Regulation]**.

Please cease and desist all infringing activities immediately and provide written confirmation by **[Specific Deadline Date]**. Failure to comply may result in legal action.

Thank you for your prompt attention.

Sincerely,  
[Your Name]

**Simple Demand Letter for Insurance Claim Payment**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Insurance Company Name]**  
[Company's Address]  
[City, State, ZIP Code]

**Subject: Demand for Insurance Claim Payment**

Dear [Insurance Company's Name],

I am writing to request payment of my insurance claim, filed on **[Claim Date]** for **[Description of Claim]**. Despite providing all necessary documentation, the claim has not been paid.

Please process the payment by **[Specific Deadline Date]**. If I do not receive the payment by this date, I may need to take further steps.

Thank you for your prompt attention.

Sincerely,  
[Your Name]

**Simple Demand Letter for Debt Collection**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Debtor's Name]**  
[Debtor's Address]  
[City, State, ZIP Code]

**Subject: Demand for Debt Payment**

Dear [Debtor's Name],

I am writing to remind you of the outstanding debt in the amount of **[Debt Amount]**, which was due on **[Due Date]**. This amount remains unpaid despite previous requests.

Please pay the full amount by **[Specific Deadline Date]**. If payment is not received by this date, I may need to take further action, including legal proceedings.

Thank you for your immediate attention to this matter.

Sincerely,  
[Your Name]

**Simple Demand Letter for Contractor Payment**

**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Contractor's Name]**  
[Contractor's Address]  
[City, State, ZIP Code]

**Subject: Demand for Payment of Outstanding Invoice**

Dear [Contractor's Name],

I am writing to request payment of the outstanding invoice in the amount of **[Invoice Amount]** for the services provided on **[Service Date]**. The payment was due on **[Due Date]**, and as of today, it remains unpaid.

Please make the payment by **[Specific Deadline Date]**. If payment is not received by this date, I may need to consider further action.

Thank you for your prompt attention.

Sincerely,  
[Your Name]