

FORMAL DEBT COLLECTION & OVERDUE PAYMENT DEMAND LETTER

Effective Date

Place

1. Parties

This document is made on _____ (_____) by:

Creditor

Individual

Full Legal Name

SSN / ID

Doc Series

Address

Addressed to:

Debtor

Individual

Full Legal Name

SSN / ID

Doc Series

Address

2. SUBJECT-MATTER SCHEDULE & SPECIFICATIONS

Original Debt / Invoice Reference

Date Payment Was Due

Outstanding Amount

Payment Deadline

Payment Instructions

3. EXECUTION & SIGNATURES

Creditor

Signature

Full Legal Name

Date
