

SAMPLE CLIENT SIDE 10-DAY DEMAND LETTER
TO BE PRINTED ON CLIENT'S LETTERHEAD

December 2, 2008

Drilling Specialties
David Watson
6712 Main Street
Any Town, ZZ 99999

RE: **Invoice #** **6712532**
 Amount Due: **\$6,931.17**
 Due Date: **October 2, 2008**

Via Certified US Mail Receipt # 1Z64738492345

Dear Mr. Watson,

You have continued to ignore your responsibility for payment of this seriously past due invoice. You have 10 days from the date of this letter to make full remittance. Failure to remit payment in full within 10 days will result in your account being turned over to the firm of Whitney & Richardson for collection proceedings. Be aware that you will be responsible for the outstanding amount plus any applicable finance charges and collection fees. Payment now will avoid these potential consequences.

Your prompt payment is expected,

David Linder

David Linder
Collection Supervisor
ABC Company

Enclosure – Copy of Invoice # 6712532

Cc: Whitney & Richardson