

DEMAND LETTER

Sender's Name: _____
Sender's Address: _____
City, State, ZIP Code: _____

Recipient's Name: _____
Recipient's Address: _____
City, State, ZIP Code: _____

Dear [Recipient's Name],

RE: DEMAND FOR PAYMENT – [Brief Description of the Debt/Obligation]

This letter serves as a formal demand for payment pursuant to California law. As of the date of this letter, you owe the undersigned the

Despite previous communications and requests for payment, the debt remains unpaid. This demand is made without prejudice to any or

Please remit payment in full to the address above or contact the undersigned within ten (10) days to discuss this matter. Failure to resp

Should you dispute this debt, please provide written notice specifying the basis of your dispute within ten (10) days of receipt of this le

This demand letter is governed by the laws of the State of California and is intended to be enforceable in a court of competent jurisdic

Sincerely,

[Your Full Name or Entity Name]

[Your Contact Information]

1. Basis of Debt/Obligation

The amount demanded arises from the following: [Insert detailed description of the debt, contract, agreement, or obligation including dates, services rendered, goods delivered, or other pertinent facts supporting the claim].

2. Amount Due

The total amount due and owing as of the date of this letter is [Amount Owed] USD, consisting of principal, accrued interest (if any), and any applicable fees or costs.

3. Legal Authority

This demand is made pursuant to the California Civil Code and other applicable laws. The undersigned reserves all rights and remedies available under said laws, including but not limited to the right to initiate legal action to recover the full amount owed, interest, costs, and attorney's fees.

4. Payment Instructions

Payment must be made by cashier's check, money order, or electronic transfer to the following account or address:
[Insert payment instructions]. Please include your full name and invoice number/reference in all payment correspondence.

5. Dispute of Debt

If you dispute this debt in whole or in part, please notify the undersigned in writing within ten (10) days of receipt of this letter specifying the nature and basis of the dispute. Failure to do so will be deemed a waiver of your right to dispute.

6. Consequences of Non-Payment

Failure to remit payment or respond within the specified time frame will result in the initiation of legal proceedings without further notice or opportunity to cure. You may also be responsible for additional costs, including but not limited to attorney's fees and court costs.

7. Confidentiality Notice

This correspondence and any attachments are confidential and intended solely for the use of the individual or entity to whom it is addressed. Unauthorized use, disclosure, or distribution is prohibited.

8. Governing Law and Venue

This Demand Letter and any dispute arising from it shall be governed by the laws of the State of California. The parties agree that venue for any legal action shall be exclusively in the state or federal courts located within the county of [Insert County], California.

9. No Waiver

The undersigned's failure to exercise any right or remedy under this Demand Letter or applicable law shall not constitute a waiver of such rights or remedies.

10. Contact for Resolution

For any questions or to arrange payment, please contact: [Your Contact Name] at [Phone Number] or [Email Address]. Prompt communication is encouraged to avoid unnecessary legal action.

SENDER'S SIGNATURE

RECIPIENT'S ACKNOWLEDGMENT

Signature: _____

Signature: _____

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