

## RESPONSE TO PAYMENT DEMAND LETTER

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Date \_\_\_\_\_, 20\_\_\_\_

Dear \_\_\_\_\_, (Receiver Name)

This letter is in response to your demand letter dated \_\_\_\_\_, 20\_\_\_\_.

In that correspondence, you requested I pay \$\_\_\_\_\_ as payment for  
\_\_\_\_\_.

I [agree/disagree] that I incurred the debt in question. [However/Additionally], I disagree with the details of the demand for the following reason:

\_\_\_\_\_  
\_\_\_\_\_.

I have attached the following evidence to support my claims:

\_\_\_\_\_

I do understand that mistakes and miscommunication can occur; however, I ask that you [cease your debt collection attempts/modify your demand]. Please review your records and the evidence I have provided and correct your errors regarding this matter.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_ (Sender Name)

