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DEMAND LETTER

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Introduction

A demand letter is any letter written in an official capacity to request something done or to make an official demand. Demand letters are typically written to remind people about payments, or to request the subletting of some commodity.

A demand letter, for example, may be written in an official capacity to a client who has failed to adhere to the terms and conditions of a document and is therefore withholding important information from a company. In such a case, the company can write him a letter demanding the release of the required information.

Demand letter Tips

Some tips to write a good demand letter:

- A demand letter is always polite but firm.
- Demand letters express urgency or emergency, but are careful to not hurt the sentiments of the receiver.
- A demand letter may give the receiver an ultimatum or a final date; however, the writer cannot threaten to jeopardize the receiver.
- Demand letters have to make the receiver understand why it is that he/she needs to do what they are asking him to do, that is, the importance of the act has to be conveyed. For example, if a client is not willing to reveal some information to the company, the company can demand the information by explaining to the client why the information is necessary.

Sample Demand letter

From,

Date-

To,

Subject: Outstanding payment

Dear Mr./Ms _____,

As you must know after reading our Terms & Conditions, the payment of Rs. 10,000 that is to be done by you is necessary for us to proceed further with your case. We cannot be expected to function on your behalf and handle your work if our payments are going to be withheld thus.

It has come into my understanding that despite several prior requests, reminders and communication, you have been unwilling to pay the outstanding amount of Rs. 10,000, which you initially agreed to pay in the agreement. If you fail to pay the aforementioned amount within the next forty-eight hours, the company will be forced to terminate your account and cease all activities relating to your business

I therefore kindly request you to pay up the outstanding amount. I'm sorry for any inconvenience caused. However, adherence to protocol is a necessity. I and my team hope you will continue as our client.

Regards,

_____ [Name and designation]

Demand letter Template

From,

Date-

To,

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Subject: _____

Dear Mr./Ms _____ [Name of addressee],

As you'd be knowing, _____ [outline the problem]. We kindly request you to _____ [make the demand].

In any case, we're sorry for the inconvenience caused [apologize]. However, failure to _____ will only result in termination of your account.

Yours sincerely,

_____ [Name and designation]

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