

Dear _____,

This letter serves as a formal demand for payment in the amount of \$_____ for construction services completed as described below. Despite completion of the agreed-upon work, payment has not been received as of the date of this letter.

Total Amount Due: \$_____

Project Start Date: _____

Project End Date: _____

Description of Work:

We demand that full payment be remitted within **ten (10)** days of your receipt of this letter. If payment is not received within this timeframe, we reserve the right to pursue all available legal remedies, which may include but are not limited to **filing a mechanics lien against the property, placing the account with collections, initiating a lawsuit to recover the amount owed plus interest, attorney fees, and court costs.**

We hope to resolve this matter promptly without the need for further action. **Please contact us immediately upon receipt of this letter to confirm payment arrangements or to discuss any questions.**

Sincerely,

