

SAMPLE COMPANY

Sample Demand Letter

November 24, 2008

Sample Company
123 Anywhere Street
Anywhere, NH 12345

Dear Valued Customer,

Your Check #1234 dated 11/20/2008 in the amount of \$50.00 for invoice #0001234 has been returned to us by our bank for insufficient funds. We are assessing a \$25.00 handling fee and charging it to your account.

Please pay in full, including handling fee by check, money order or cash with in the next 14 days or this matter will be turned over to the Police Department for enforcement.

Sincerely,

John Smith, Manager
Sample Company, Inc.
(603) 664-1234