

**Demand Letter**

To: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Defendant/Debtor

\_\_\_\_\_  
Address  
\_\_\_\_\_

You have not paid a debt owed to \_\_\_\_\_  
*Claimant Name/Business Name*  
which you incurred on \_\_\_\_\_. The amount remaining  
*date(s)*  
unpaid on the debt is \$ \_\_\_\_\_. Demand is hereby made that this money is paid.  
*amount owed by debtor*

Unless payment of this amount is received by the undersigned no later than \_\_\_\_\_  
*date due -*  
\_\_\_\_\_, a lawsuit may be filed against you in the Commercial Claims part of  
*(at least 10 days after mailing)*  
Binghamton City Court, 38 Hawley Street – 5<sup>th</sup> Floor, Binghamton, New York 13901.

If a lawsuit is brought, you will be notified of the hearing date, and you will be entitled to appear at the hearing and present any defense you may have to this claim.

*If applicable – fill out if any partial payments were made:*

Our records show that you have made the following payment(s) in partial satisfaction of the debt (add date(s) and amount(s) paid): \_\_\_\_\_  
\_\_\_\_\_

*If applicable – fill out if Plaintiff/Claimant was not a party to the original transaction:*

\_\_\_\_\_ A copy of the original debt instrument (your agreement/contract to pay) is attached. The names and addresses of the parties to the original debt are: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name and Address of Plaintiff/Claimant