|  |  |
| --- | --- |
| Yellow text on a black background  Description automatically generated with medium confidence |  |

Mike McCleary 15 March 2020  
Takeshi Courtyard  
New Jersey, 92434

Ursula Gonzales  
House of Cords  
12, Street Colony  
New Jersey, 93534

Subject: Demand for payment letter

Dear Ursula Gonzales,

I'm writing this letter in response to the non-payment of Form 12 of the Standardized Compensation Contract Form.

I've attached the actual quotation as well as a produced receipt for the unpaid $7000. I insist that the outstanding balance be paid in full within 7 days, exactly on March 22, 2020.

Conversely, with no exception to my claims to complete repayment of the debt, I am willing to take installments of $700 each day before the debt is paid in full. The first installment due on March 16, 2020, with subsequent repayments due on the first business day of each day until the debt is paid in full.

If this situation is not settled by the deadline set out above, I retain the option to file a lawsuit to recover the debt without any further warning to you. And this letter can be used as evidence in court. Judicial action can result in the payment of legal fees and interest, as well as a negative effect on your payment history.

You can reach out to me on my contact number to discuss further at XXXXX-XXXXX.

Yours sincerely,

Mike McCleary

Owner  
Takeshi Courtyard