

RESPONSE TO PAYMENT DEMAND LETTER

Date _____, 20____

Dear _____, (Receiver Name)

This letter is in response to your demand letter dated _____, 20____.

In that correspondence, you requested I pay \$_____ as payment for
_____.

I [agree/disagree] that I incurred the debt in question. [However/Additionally], I disagree with the details of the demand for the following reason:

_____.

I have attached the following evidence to support my claims:

I do understand that mistakes and miscommunication can occur; however, I ask that you [cease your debt collection attempts/modify your demand]. Please review your records and the evidence I have provided and correct your errors regarding this matter.

Sincerely,

_____ (Sender Name)

