



Payment Demand Notice

A formal notice demanding payment of outstanding dues



Date: [redacted]

To,

[redacted]

Their address:

[redacted]

From,

[redacted]

Your address:

[redacted]

Subject: Demand for Payment of Outstanding Dues, Rs. [redacted]

Dear [redacted],

1. I/We completed the following work for you:

(e.g., "1 Instagram Reel for [Brand], delivered on [date]"): [redacted]

[redacted]

...as agreed between us on [redacted] (however informal the agreement/booking was).

2. As per our agreement, you were required to pay Rs. [redacted] by [redacted]. As of the date of this notice, this amount remains unpaid.

3. This is a formal demand that you pay the outstanding amount of Rs. [redacted] within 15 days of receiving this notice.

4. If the outstanding amount is not paid within 15 days of this notice, interest at 24% per annum will accrue on it from the date this window lapses until the date of actual payment, in addition to which I/we will be entitled to pursue all legal remedies available, including but not limited to filing a complaint under applicable law, initiating recovery proceedings, and claiming costs incurred in recovering this amount.

5. This notice is being sent without prejudice to any other rights or remedies available to me/us, all of which are expressly reserved.

Please treat this matter with urgency.

Regards,

[Redacted signature]

Contact: [Redacted contact information]

Date: [Redacted date]

