

**REQUEST TO SEND DEMAND LETTER**

**(For Delinquent Loans)**

TO: SORENSON VAN LEUVEN, PLLC.

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_

\*\*\*\*\*

Name of Debtor(s): \_\_\_\_\_

Address of Debtor(s): \_\_\_\_\_

\*\*\*\*\*

Past Due Balance due: \_\_\_\_\_

Date of last payment to Loan: \_\_\_\_\_

**Balances should be as of the date of the last payment applied to Loan:**

Payoff Balance due: \_\_\_\_\_

Principal Balance: \_\_\_\_\_

Accrued Interest: \_\_\_\_\_

Late Fees: \_\_\_\_\_

Per Diem: \_\_\_\_\_

**Check one below:**

Request *Past due* balance

Request *Payoff* balance

Number of days given to Debtor to make contact and resolve the Debt: \_\_\_\_\_

\*\*\*\*\*

**Please attach the following to this form:**

Copy of signed Loan Agreement

Current Account Status Inquiry

Copy of Last Credit Card Statement (if credit card)

Copy of Transaction Statement/Loan History for past 90 days (all debts other than credit cards)