

Date

To: Name of Debtor  
Address of Debtor  
City, State, Zip of Debtor

Re: Your Company v. Name of Debtor  
Amount Due: \$ \_\_\_\_\_

**SENT VIA U.S. CERTIFIED MAIL  
PARCEL NUMBER \_\_\_\_\_  
& US FIRST CLASS MAIL**

Dear Debtor:

This letter shall serve as formal written demand for immediate payment in full of the above-captioned past due amount.

Documentation verifying this debt is enclosed with this correspondence. Should payment in full not be forthcoming or should arrangements for payment not be made within thirty (30) days from your receipt of this letter, appropriate collection procedures may be commenced against you.

Please be advised that Louisiana Revised Statute Ann §§ 9:4814 provides that "no contractor, subcontractor or agent of a contractor or subcontractor, who has received money on account of a contract for the construction, erection or repair of a building, structure, or other improvement...shall knowingly fail to apply money received as necessary to settle claims to sellers of movables or laborers due for the construction or under the contract."

Failing to properly apply any money you have received for the work in controversy is a violation of this statute, and should you fail to make payment within seven (7) days of the above-stated amount, we will seek attorneys fees and statutory penalties in accordance with Louisiana Revised Statute Ann §§ 9:4814.

Sincerely,  
YOUR COMPANY

Your Name