[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: REQUEST FOR IMMEDIATE PAYMENT FROM ENDOSERS**

Dear [CLIENT NAME],

The purpose of this letter is to notify you that the [CHEQUE OR NOTE] that you are an endorser of is held by the undersigned. Unfortunately, that instrument has not been paid according to the terms and conditions of the agreement.  
  
Therefore we must insist that you immediately pay the face amount of the instrument in the amount of [AMOUNT].

If payment is not made within [NUMBER] days, the undersigned will begin to suit on your warranties of endorsement.

Please govern yourself accordingly.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]