

VIA CERTIFIED MAIL (RETURN RECEIPT REQUESTED),  
ELECTRONIC MAIL & SMS

Our Matter No.: HV-2026-0051

Privileged & Confidential

May 26, 2026

**Thornefield Hospitality Group, LLC**  
Attn: Mr. Victor A. Mendez, Managing Member  
210 Brickell Avenue, Suite 1400  
Miami, Florida 33131  
v.mendez@example.com

**RE: FORMAL DEMAND FOR PAYMENT — PAST-DUE ACCOUNT**

*Breach of Design Services Agreement dated September 9, 2025 — Invoice No. DDS-1047*

*Amount Due: \$50,943.75 as of the date of this letter*

*Our Client: Doe Design Studio, LLC*

Dear Mr. Mendez:

This attorney-supervised correspondence is submitted on behalf of, and together with, our client, **Doe Design Studio, LLC** (“Doe Design Studio”). It concerns the substantial past-due balance that **Thornefield Hospitality Group, LLC** (“Thornefield”) owes our client for design services that Doe Design Studio rendered, and that Thornefield accepted, in full.

**Formal demand is hereby made** for payment of the entire amount due. This is a formal legal notice. You are urged to read it carefully, in its entirety, and to treat it with the seriousness it warrants.

**I. THE AGREEMENT AND THE SERVICES RENDERED**

On or about **September 9, 2025**, Thornefield and Doe Design Studio entered into a written Design Services Agreement (the “Agreement”), under which Doe Design Studio agreed to provide full interior-design services for Thornefield’s boutique hotel in Miami Beach, Florida. Doe Design Studio fully and timely performed: it completed the design development, procurement specifications, and construction documentation, each of which Thornefield reviewed, approved, and accepted **without objection**. Doe Design Studio issued its final invoice, **Invoice No. DDS-1047**, in the amount of **\$48,750.00**, on February 24, 2026.

**II. YOUR DEFAULT**

Payment of Invoice No. DDS-1047 was due, under the Agreement’s net-30 terms, on **March 26, 2026**. That date has long since passed. Despite Doe Design Studio’s repeated written reminders on April 9, April 27, and May 12, 2026, the invoice remains **entirely unpaid**. Thornefield has not disputed the invoice, the quality of the work, or the amount owed — it has simply failed to pay. Thornefield is therefore in **material breach** of the Agreement, and the account is stated, liquidated, and overdue.

Principal — Invoice No. DDS-1047	\$48,750.00
Contractual late charge (1.5% / month × 3 months)	\$2,193.75

**Total due as of May 26, 2026** **\$50,943.75**

*Late charges continue to accrue at 1.5% per month (and pro rata daily) until the balance is paid in full.*

### III. DEMAND FOR PAYMENT

Demand is hereby made that Thornefield pay Doe Design Studio the full amount due — **\$50,943.75** — together with any additional late charges that accrue, **on or before June 9, 2026**. Payment must be made by wire transfer or certified funds in accordance with the remittance instructions Doe Design Studio will provide upon request. If you contend that any portion of this amount is not owed, you must set forth the basis in writing, with supporting documentation, by the same date.

### IV. CONSEQUENCES OF NON-PAYMENT

Should full payment not be received by **June 9, 2026**, our client is prepared to commence a civil action against Thornefield **without further notice**, for breach of contract and upon the account stated, and to seek the entire amount due, all accrued and continuing late charges, pre-judgment interest, and — as expressly provided by the Agreement — the **costs of collection and Doe Design Studio's reasonable attorneys' fees**, together with any other remedy available at law or in equity. The continued non-payment of an undisputed, accepted invoice is precisely the conduct the courts exist to redress, and our client is fully prepared to seek judgment accordingly.

### V. RESERVATION OF RIGHTS

Nothing in this letter constitutes a waiver, release, or limitation of any of our client's rights, claims, or remedies, all of which are **expressly and fully reserved**. This letter is not, and shall not be construed as, a complete recitation of the relevant facts or governing law.

**This matter can be resolved today by payment of the amount due. We trust you will give it the immediate attention it requires. Govern yourself accordingly.**

Very truly yours,

*John Doe*

**JOHN DOE**

Founder & Principal, Doe Design Studio, LLC  
Sender & Creditor

*Adrian M. Caldwell*

**ADRIAN M. CALDWELL, ESQ.**

Reviewing & Co-Signing Attorney — Commercial Litigation & Collections  
Admitted in the State of New York · Bar No. 5429187  
via Verum Attorney Review

**ATTORNEY REVIEW CERTIFICATION**

The foregoing correspondence has been reviewed and approved as to form and legal sufficiency by the undersigned attorney, duly licensed and in good standing in the State of New York, pursuant to **Verum's Attorney Review** service. This review does not create a general or continuing attorney-client relationship beyond its stated scope.



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Issued May 26, 2026

**Specimen notice.** This is a sample demand letter populated with fictitious data for demonstration purposes; the parties, addresses, registration numbers, and identifiers shown are illustrative and do not refer to any real person, business, or matter.

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