DEMAND LETTER

From: _____, mailing address _____.

Date: _____

Sent by (check all that apply): [ ] Certified Mail (Return Receipt Requested) [ ] First-Class Mail [ ] Email [ ] Hand Delivery [ ] Overnight Courier

To: _____, mailing address _____.

RE: Demand for (check one): [ ] payment of an unpaid amount [ ] return of a security deposit [ ] payment for property damage [ ] remedy of a breach of contract [ ] compensation for personal injury [ ] a refund, repair or replacement

Dear _____:

1. THE FACTS

I am writing to make a formal demand about the following matter, which arose on or about _____: _____.

_____

I raised this with you before on _____ (by _____), but the matter remains unresolved.

2. WHY YOU ARE RESPONSIBLE

You are responsible for this amount because (for example, you agreed to pay it, you damaged my property, you did not return my deposit as the law requires, or what you sold me does not work as promised): _____.

3. AMOUNT DEMANDED

To resolve this matter, I demand payment of $_____ within _____ days of the date of this letter.

The amount is made up of: _____ $_____; _____ $_____; _____ $_____.

I will accept payment by (check all that apply): [ ] check [ ] money order or cashier's check [ ] bank transfer [ ] electronic payment app [ ] credit or debit card. Make any check or money order payable to _____ and send it to the address above.

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

4. IF THIS IS NOT RESOLVED

If this is not resolved by the deadline, I intend to pursue the matter further, which may include (check any that apply): [ ] filing a claim in small claims court; [ ] filing a civil lawsuit; [ ] asking for court costs and, where a contract or statute allows, attorney's fees; [ ] asking for interest at the rate the law allows.

If you disagree with anything in this letter, please tell me in writing before the deadline and explain why. Please keep all documents, messages, photographs and other records related to this matter.

This letter is not a complete statement of the facts or of my rights and claims. I do not give up any right or remedy by sending it or by waiting to act.

Enclosures: _____

Note: some states require a specific pre-suit notice before you can sue, such as a 30-day demand under Massachusetts General Laws chapter 93A, section 9(3), a 30-day notice under California Civil Code section 1782 sent by certified or registered mail, or a 60-day notice under Texas Business and Commerce Code section 17.505. Security deposit deadlines and penalties also vary by state. Check your state's rules before you send this letter. Never threaten criminal charges or reports to authorities to get paid.

SIGNATURES

Sender

Signature: _____ Date: _____

Printed Name: _____

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