

Demand Letter (Pre-Filing)

Send by certified mail, return receipt requested. Keep the receipt as evidence.

YOUR NAME

YOUR ADDRESS

DATE

RECIPIENT NAME & ADDRESS

RE: AMOUNT DEMANDED (\$)

WHAT HAPPENED (FACTS, DATES, WHAT WAS AGREED)

BREAKDOWN OF WHAT YOU ARE OWED

PAYMENT DEADLINE (DATE)

Closing line to include: "If I do not receive payment by the deadline above, I will file a claim in small claims court without further notice."

SIGNATURE

Prepared with AI assistance. Informational only; not legal advice. Verify all amounts, names, and deadlines before filing.