

DEMAND LETTER FOR SMALL CLAIMS

Sender Name / Plaintiff: _____

Address: _____

Phone / Email: _____

Defendant Name: _____

Address: _____

Phone / Email: _____

1. Introduction

This Demand Letter is sent to you regarding a small claims matter for which you are the Defendant. The Plaintiff demands payment and resolution as detailed below.

2. Claim Description

The Plaintiff claims the sum of money due for the following reason(s): breach of contract, unpaid goods or services, property damage, personal injury, or other legal basis as applicable under United States small claims law.

3. Amount Demanded

The total amount claimed is \$_____ (US Dollars), which includes principal, interests, and any applicable fees or costs as allowed by law.

4. Basis for Claim

The Plaintiff alleges that the Defendant failed to comply with the agreed terms as follows: [describe briefly the facts, dates, and obligations]. The Plaintiff has fulfilled all required duties and has made repeated attempts to resolve this matter amicably.

5. Legal Grounds

This claim is brought pursuant to the laws and regulations governing small claims court in the relevant jurisdiction within the United States. The Plaintiff reserves all rights to pursue the claim in the appropriate court.

6. Demand for Payment

The Plaintiff hereby demands that the Defendant remit the full amount claimed within a reasonable time to avoid further legal action. Payment should be made to the Plaintiff by certified check, money order, or other immediate funds acceptable to the Plaintiff.

7. Consequences of Non-Payment

If the Defendant fails to comply with this demand within the stipulated timeframe, the Plaintiff will initiate legal proceedings to recover the claimed amount, including additional costs, interest, and attorney fees where applicable.

8. Settlement Offer

The Plaintiff is willing to consider reasonable settlement offers if made promptly in writing and with full disclosure of terms.

9. No Waiver

Nothing contained in this Demand Letter shall constitute a waiver of any rights or remedies available to the Plaintiff under applicable law.

10. Contact Information

To discuss this matter or arrange payment, please contact the Plaintiff or Plaintiff's authorized representative at the contact information above.

11. Proof and Documentation

The Plaintiff has attached copies of relevant documents supporting this claim, including contracts, invoices, receipts, correspondence, and any other pertinent evidence.

12. Governing Law and Jurisdiction

This Demand Letter and the claim shall be governed by the laws of the State of _____, and venue shall be proper in the small claims court of _____ County, _____.

13. Statement of Truth

The Plaintiff certifies that the information and claims set forth herein are true and correct to the best of their knowledge and belief.

14. Final Notice

This is a final demand for payment before legal action is commenced. Please give this matter your prompt attention.

PLAINTIFF'S SIGNATURE

DEFENDANT'S SIGNATURE

Signature: _____

Signature: _____

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