

# Demand Letter

Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*[Name and address of party with whom you have a dispute]*

I am requesting compensation for the following problem: *[Describe in your own words exactly what happened. Specify dates, names of people with whom you dealt, and the damages you have suffered.]*

\_\_\_\_\_.

Please send me a check or money order in the amount of \$\_\_\_\_\_ on or before  
\_\_\_\_\_ *[specify date]*.

If I don't receive payment by this date, I will take this case to court immediately, unless you notify me that you are willing to try to resolve this dispute through mediation. In that case, I am willing to meet with a neutral third party agreed to by both of us in a good faith attempt to resolve the dispute without court action.

Thank you for your immediate attention to this matter.

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Daytime phone

Evening phone

\_\_\_\_\_

Email