**SMALL CLAIMS DEMAND LETTER**

[SENDER NAME]

[SENDER STREET ADDRESS]

[SENDER CITY, STATE, & ZIP]

[SENDER CONTACT INFO]

Date: [DATE]

[RECIPIENT NAME (AND TITLE, IF APPLICABLE)]

[RECIPIENT STREET ADDRESS]

[RECIPIENT CITY, STATE, & ZIP]

**Re: Demand for Payment**

Dear [RECIPIENT NAME],

I, [NAME OF PERSON SENDING LETTER], am sending this letter to notify you that you owe $[DOLLAR AMOUNT].

You owe this money for the following reasons: [DESCRIBE REASON FOR MONEY OWED].

A response to this letter is required by [DATE].

If you do not respond by the aforementioned date, all legal rights shall be explored without further notice, including, but not limited to, filing a lawsuit against you in small claims court to recover the debt or transferring the debt to a collection agency in accordance with state and federal laws.

This demand letter serves as official notice to you and may be tendered in court as evidence of your failure to pay. If legal action is to occur, it may involve having you pay attorney’s fees and may impact your credit history.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[SIGNING PARTY NAME (AND TITLE, IF APPLICABLE)]