

# SMALL CLAIMS DEMAND LETTER

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

## Re: Demand for Payment

Dear \_\_\_\_\_,

I, \_\_\_\_\_, am sending this letter to notify you that you owe \$\_\_\_\_\_.

You owe this money for the following reasons:

A response to this letter is required by \_\_\_\_\_.

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,

\_\_\_\_\_