

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Court Name]
[Court Address]
[City, State, Zip Code]

Re: Small Claims Complaint

Dear [Clerk of the Court/Specific Name if available],
I am writing to formally file a small claims complaint against
[Defendant's Name] residing at [Defendant's Address].

1. ****Parties****:

- ****Plaintiff****: [Your Name]
- ****Defendant****: [Defendant's Name]

2. ****Jurisdiction****:

This court has jurisdiction over this matter as the defendant resides in
[County/City], and the events giving rise to this claim occurred in
[County/City].

3. ****Amount in Controversy****:

The amount I am seeking in this case is \$[amount].

4. ****Statement of Facts****:

- On [date], [describe the events that led to the dispute].
- [Provide any evidence, agreements, or conversations that support your claim].
- Despite my attempts to resolve this matter informally by [mention any communication or attempts], the defendant has failed to respond or resolve the issue.

5. ****Relief Sought****:

I request that the court grant a judgment in my favor for the amount of
\$[amount] plus any applicable court costs.

Thank you for your consideration of this matter. Please contact me at the
above number or email if you require any further information.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]