

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Small Claims Court Notice

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you regarding the matter of [briefly describe the issue, e.g., unpaid debt, property damage, etc.].

Details of the Claim:

- Amount in Dispute: \$[amount]
- Date of Incident: [date]
- Description of the Issue: [provide a brief description of the situation, including any relevant background information].

I have attempted to resolve this matter amicably by [describe any previous attempts to resolve the issue, e.g., phone calls, emails]. Unfortunately, these attempts have not yielded any satisfactory results. As a result, I am considering filing a claim in small claims court to recover the amount owed. I would prefer to resolve this issue without court intervention and would appreciate your prompt response to this matter.

Please respond by [provide a specific date, allowing adequate time for response], to discuss possible resolutions. If I do not hear from you by this date, I will proceed with filing my claim in small claims court.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]