

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

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

Re: Response to Small Claims Court Claim - Case No. [Case Number]

Dear [Recipient's Name],

I am writing to formally respond to the claim filed against me in small claims court.

1. ****Acknowledgment of Claim****

I acknowledge receipt of the claim dated [date of claim], concerning [brief description of claim].

2. ****Statement of Facts****

[Provide a brief overview of your side of the story, including key facts and any evidence that supports your position.]

3. ****Defense****

[Explain your defense against the claim, addressing each point raised in the claim with clear reasoning.]

4. ****Supporting Evidence****

[List any evidence you are providing, such as documents, photographs, or witness statements, that support your response.]

5. ****Desired Outcome****

[State what you are requesting from the court, whether it's dismissal of the claim, a counterclaim, etc.]

Thank you for your attention to this matter. I look forward to resolving this issue fairly.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]