

[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 Demand Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the payment of [amount owed] that is due to me as a result of [brief description of the situation, e.g., services rendered, goods provided].

Details of the Claim:

- Date of transaction: [insert date]
- Description of service/product: [insert description]
- Amount due: [insert amount]

I have attempted to resolve this matter with you on [list dates of attempts to contact], but unfortunately, I have not received a satisfactory response.

Please consider this letter as my final attempt to resolve this issue amicably. If I do not receive payment by [insert deadline, typically 30 days from the date above], I will be forced to file a claim in small claims court.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]