

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

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

Dear [Defendant's Name],
Subject: Letter of Claim

I am writing to formally notify you of my intention to pursue a claim in the Small Claims Court regarding [brief description of the issue, e.g., a disputed debt, damaged property, etc.].

Details of the claim:

- Amount in dispute: [specify the amount]
- Date of incident: [date]
- Brief description of the circumstances: [a few sentences outlining the key points]

I have made attempts to resolve this matter amicably by [describe any previous communication or attempts to resolve the issue], but unfortunately, [explain the outcome of those attempts].

I kindly request that you respond to this letter by [set a reasonable deadline, e.g., "within 14 days"] to discuss a resolution. If I do not receive a response, I will have no choice but to consider filing a claim with the Small Claims Court.

Thank you for your attention to this matter. I hope we can resolve this issue promptly.

Sincerely,

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