

[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 Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request payment of [amount owed] that is due to me as a result of [brief explanation of the reason for the claim].

Details of the Claim:

- Amount Due: [Specify amount]
- Date(s) of Incident: [Provide relevant dates]
- Description of Transaction/Service: [Briefly describe the transaction or service related to the claim]

Despite my attempts to resolve this matter informally, including [include any prior communications or attempts], I have yet to receive payment. Therefore, I am considering pursuing this matter through the small claims court if we cannot reach an amicable resolution.

I would appreciate your prompt attention to this issue and request that you respond by [set a reasonable deadline, e.g., two weeks from the date of this letter]. Please feel free to contact me at [your phone number or email] to discuss this further.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]