

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Small Claims Court Name]
[Court Address]
[City, State, ZIP Code]

Re: Small Claims Filing - [Your Case Title]

Dear [Clerk of the Court or appropriate title],

I am writing to formally file a small claims case against [Defendant's Name] for [brief description of the reason for the claim, e.g., unpaid debt, breach of contract].

1. ****Plaintiff Information**:**

- Name: [Your Full Name]
- Address: [Your Address]
- Phone Number: [Your Phone Number]

2. ****Defendant Information**:**

- Name: [Defendant's Full Name]
- Address: [Defendant's Address]
- Phone Number: [Defendant's Phone Number if known]

3. ****Claim Amount**:**

- Total amount sought: \$[Amount]

4. ****Basis of the Claim**:**

- [Provide a brief description of the events leading to the claim, including dates, locations, and any relevant details.]

5. ****Supporting Documents**:**

- [List any documents you are including to support your claim, such as contracts, receipts, photographs, etc.]

I request that the court schedule a hearing to address this matter. I can be reached at [Your Phone Number] or [Your Email Address] for any further information or documentation needed.

Thank you for your attention to this matter.

Sincerely,

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