

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of Court's Name]
[Small Claims Court Name]
[Court Address]
[City, State, Zip Code]

Re: Small Claims Case - [Your Case Number]

Dear [Clerk of Court's Name],

I am writing to formally submit my small claims case regarding [brief description of the issue, e.g., unpaid debt, damages].

1. ****Parties Involved****

- Claimant: [Your Name]
- Defendant: [Defendant's Name]

2. ****Background****

Provide a brief overview of the situation that led to the claim. Include dates, amounts involved, and any relevant communications.

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

I am requesting a total of [Amount] to cover [explain what the amount covers, e.g., damages, unpaid invoices].

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

I have attached [list any documents, receipts, photographs, or other evidence] to support my claim.

I kindly ask the court to schedule a hearing for this case at the earliest convenience. Please let me know if any further information or documentation is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]