

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Demand for [State the Nature of the Demand]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally demand [state the specific demand or request] concerning [briefly explain the context or situation].

Despite previous communications regarding this matter, [provide any details about prior discussions, agreements, or actions taken].

As of today, the situation remains unresolved, and I believe it is vital to reach an amicable solution without further delay. Therefore, I kindly request that you [clearly state what you want the recipient to do, including any deadlines if applicable].

Please be advised that if I do not receive a response by [insert deadline], I may have to consider further actions to protect my rights and interests.

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]