

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

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

Dear [Recipient's Name],

Subject: Demand for [Brief Description of the Demand]

I hope this message finds you well.

I am writing to formally demand [specific request or action] regarding [briefly describe the situation or agreement]. As outlined in [reference any relevant agreements, contracts, or documentation], [explain the situation in detail].

As a result of [brief description of the consequences or losses incurred], I kindly request that [specific action you are demanding] by [specific deadline, if applicable]. This matter has been [duration of time or the impact of the situation] and requires your attention. Please be advised that if I do not receive a satisfactory response by [date], I may have no choice but to pursue legal action to protect my rights and interests.

I hope we can resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]