

****Small Claims Demand Letter Outline****

1. **Your Contact Information**

- Full Name
- Address
- Phone Number
- Email Address

2. **Date**

3. **Recipient's Contact Information**

- Full Name
- Address

4. **Subject Line**

- "Demand for Payment: [Brief Description of Claim]"

5. **Opening Salutation**

- "Dear [Recipient's Name],"

6. **Statement of Purpose**

- Brief introduction explaining the purpose of the letter.

7. **Description of the Incident**

- Date of the incident
- Summary of events leading to the claim
- Involved parties

8. **Legal Basis for the Claim**

- Explanation of the legal grounds for your claim
- Reference any relevant contracts, agreements, or laws

9. **Detail the Amount Owed**

- Breakdown of the total amount being claimed
- Any supporting documentation (invoices, receipts, etc.)

10. **Demand for Payment**

- Clear statement of what you are demanding (exact amount)
- A deadline for the payment (e.g., 14 days)

11. **Consequences of Non-Payment**

- Briefly outline potential legal actions if the claim is not resolved.

12. **Closing Statement**

- Encouragement for the recipient to resolve the matter amicably.

13. **Closing Salutation**

- "Sincerely," or "Best regards,"

14. **Your Signature**

- (Optional if sending electronically)

15. **Printed Name**

16. **Attachments**

- List of attached documents (if any)