

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

RE: SMALL CLAIMS DEMAND FOR PAYMENT

I hope this letter finds you well. I am writing to formally request payment of [amount owed] that you owe me as of [date the debt became due].

The details of this matter are as follows:

- Description of the debt: [brief description of the service/product]
- Date of transaction: [date]
- Amount due: [amount owed]

Despite previous communications regarding this matter, I have not yet received payment. Therefore, I kindly ask that you remit the full amount owed by [specific date, typically 10-14 days from the date of this letter] to avoid further action.

Please make the payment to the following address:

[Your Address or Bank Information, if applicable]

If I do not receive the payment by the stated date, I will have no choice but to pursue legal action through small claims court. I hope to resolve this matter amicably and look forward to your prompt attention to this issue.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]