

Demand Letter

Date: _____

To: _____

(Name and address of party with whom you have a dispute)

From: _____

I am requesting compensation for the following problem:

(Describe in your own words exactly what happened. Specify dates, names of people with whom you dealt, and the damages you have suffered.)

_____.

Please send me a check or money order in the amount of \$_____ on or before _____ *(specify date)*. If I don't receive payment by this date, I will take this case to court immediately, unless you notify me that you are willing to try to resolve this dispute through mediation. In that case, I am willing to meet with a neutral third party agreed to by both of us in a good faith attempt to resolve the dispute without court action.

Thank you for your immediate attention to this matter.

Sincerely,

Signature

Print name

Phone number