

SMALL CLAIMS DEMAND LETTER

From

To

Date:

RE: Small Claims Demand

Dear _____,

This letter serves as a formal demand that you currently owe an outstanding amount of \$ _____ for _____.

Payment was originally due on _____.

Despite previous attempts to collect this debt, payment has not been received. Please consider this a final request for payment. I have attached _____.

Unless the full amount is received by _____, I will pursue further action to recover the debt without further notice, including pursuing the matter through legal action in small claims court. I prefer to resolve this issue amicably and avoid the time and expense of litigation.

If you have questions about this debt or believe there is an error, please contact me immediately.

Sincerely,
