

SAMPLE

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**DEMAND LETTER**

(for a Commercial Claim arising  
out of a Consumer Transaction)

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Name of Defendant

\_\_\_\_\_  
Address of Defendant

You have not paid a debt owed to \_\_\_\_\_  
Name and address of plaintiff

\_\_\_\_\_ which you  
incurred on \_\_\_\_\_.

Our records show that you have made  
the following payment in partial satisfaction of this debt \_\_\_\_\_  
date(s) debt was incurred

\_\_\_\_\_ Date(s) and amount(s) paid  
The amount remaining unpaid on the

debt is \$ \_\_\_\_\_. Demand is hereby made that this money be paid. Unless payment  
of this amount is received by the undersigned no later than \_\_\_\_\_,

\_\_\_\_\_ Date payment expected  
a lawsuit will be brought against you in the Commercial Claims part of the Court.

If a lawsuit is commenced, you will be notified of the hearing date and you will be entitled  
to appear at the hearing and present any defense you may have to this claim.

\_\_\_\_\_  
Claimant's Name

\_\_\_\_\_  
Claimant's Address

\_\_\_\_\_