

**DEMAND LETTER CERTIFICATION**  
(complete this form for all commercial claims  
arising out of a Consumer Transaction)

I hereby certify that I have mailed a demand letter by ordinary first class mail to the party complained against not less than ten (10) days and not more than one hundred eighty (180) days before I commenced this claim.

\_\_\_\_\_  
Signature of Claimant

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public or Clerk of the Court

Note: The Commercial Claim Court will not allow your action to proceed if this certification is not made, properly completed and filed with the Court.

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 \_\_\_\_\_  
date(s) debt was incurred

Our records show that you have made  
the following payment in partial satisfaction of this debt \_\_\_\_\_  
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 if 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

\_\_\_\_\_