

CERTIFICATION OF MAILING DEMAND LETTER
FOR COMMERCIAL CLAIMS ARISING OUT OF A CONSUMER CREDIT TRANSACTION

RE: _____ v. _____

The undersigned HEREBY CERTIFIES that a Demand Letter (copy attached) was mailed by ordinary First Class Mail to the part complained against no less than ten (10) days nor more than one hundred eighty (180) days before commencement of this claim, to wit:

(Date letter mailed)

Dated: _____

(Signature of Claimant)

PLEASE NOTE:

The Commercial Claims part of this Court will not allow your action to proceed if this certification is not made and properly completed.

DEMAND LETTER

To: _____
Name of Defendant

Date: _____

Address

You have not paid a debt owed _____, which you incurred on _____, _____. 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 _____, 2005, a lawsuit will be brought against you in the Commercial Claims Part of the Oneonta City Court.

If a lawsuit is brought, 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.

(If applicable) Our records show that you have made the following payment in partial satisfaction of this debt (fill in dates and amounts paid) _____.

A COPY OF THE DOCUMENT UNDERLYING THE DEBT is attached. [The names and addresses of the parties to that original debt agreement are _____

(to be completed if claimant was not a party to the original transaction)]

Typed or Printed Name and Address
of Claimant