

DEMAND LETTER

Commercial Claim Arising Out of a Consumer Transaction

TO: \_\_\_\_\_  
Name of Defendant

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

You have not paid a debt owed to \_\_\_\_\_, which you incurred on \_\_\_\_\_, 20 \_\_\_\_\_. 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 \_\_\_\_\_, 20 \_\_\_\_\_, a lawsuit will be brought against you in the Commercial Claims Part of the 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(s) in partial satisfaction of this debt (fill in date(s) and amount(s) paid) \_\_\_\_\_.

A copy of the original debt instrument - your agreement to pay - 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)].

\_\_\_\_\_  
Name of Claimant

\_\_\_\_\_  
Address of Claimant

\_\_\_\_\_  
City/State/Zip Code of Claimant

\_\_\_\_\_  
Telephone Number of Claimant