

DEMAND LETTER

**(Sample letter for a commercial claim arising
out of a consumer transaction)**

Date: (Date of Letter)

To: (Name of Defendant)
(Mailing Address of Defendant)

Dear. (Name of Defendant)

You have not paid a debt owed to (Name and Address of Plaintiff) which you incurred on (date debt was incurred). Our records show that you have made the following payment(s) in partial satisfaction of this debt (date(s) and amount(s) paid). The amount remaining unpaid on the debt is \$ (amount due). 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.

Sincerely,

**(Claimant's Name)
(Claimant's Address)
(Claimant's Telephone Number)**