

DEMAND LETTER

Sender's Name: _____

Sender's Address: _____

Sender's Phone Number: _____

Sender's Email Address: _____

Recipient's Name: _____

Recipient's Address: _____

Date: _____

Re: Demand Letter

Dear _____,

I am writing to you on my own behalf on behalf of _____
_____ to formally contact you and inform you of the following matter:

_____.
I/We hope that we can resolve this matter peacefully and avoid the necessity of further legal action.

Context of Dispute:

_____.

Resolve Attempts:

_____.

To remedy the situation, I am/we are demanding that you take the following steps:

I/We consider this course of action to be fair and reasonable in view of the circumstances.
I/We hereby inform you that if a resolution is not achieved within _____,
_____, I/we may have to pursue legal remedies, including bringing legal action, to
protect our rights and interests.

I/We appreciate your immediate attention to this matter and look forward to its prompt
resolution.

Sincerely,
