

Letter of Demand for All Communications in Writing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Demand for Written Communications

Dear [Recipient's Name],

I am writing to formally request that all future communications regarding [insert subject or case] be conducted in writing. This includes, but is not limited to, all correspondences, notices, and updates. This request is made to ensure clarity and to maintain an accurate record of our interactions.

Please confirm your acceptance of this request by responding to this letter in writing, detailing how you intend to comply.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title (if applicable)]