

# Formal Demand for Pre-Litigation Resolution

**[Your Name]**  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

Date: [Insert Date]

**[Recipient's Name]**  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a resolution regarding [briefly explain the issue, e.g., an outstanding payment, breach of contract, etc.]. As of today, the amount owed is [insert amount, if applicable], which was due on [insert due date]. Despite previous communications, this matter remains unresolved.

It is imperative that this issue is addressed promptly. I kindly ask that you respond to this letter by [insert response deadline, e.g., 14 days from the date of this letter] to discuss a resolution. Failure to resolve this matter may result in further action, including but not limited to litigation.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

**[Your Name]**  
[Your Title/Position, if applicable]