

Litigation Demand Letter

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Demand for Settlement

Dear [Recipient Name],

I am writing to formally demand payment of [specify amount] due to [briefly describe the issue, e.g., breach of contract, unpaid debt, etc.]. Despite previous communications, this issue remains unresolved.

Please be advised that if this matter is not resolved within [number of days, e.g., 14 days], I will have no choice but to take legal action to recover the owed amount, along with any applicable interest and fees.

I trust that we can resolve this matter amicably without the need for litigation. Please contact me at your earliest convenience to discuss this settlement.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]