

Legal Demand Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Demand for [State the Purpose of the Demand]

I am writing to formally demand [describe the action you want the recipient to take, e.g., payment, return of property, etc.]. This situation arises from [briefly describe the circumstances leading to this demand].

As of [insert date], the amount owed is [insert amount] and it is now overdue. [Include any relevant details regarding agreements, contracts, or communications about the matter.]

Please be advised that if I do not receive payment or a satisfactory response by [insert deadline], I will have no option but to pursue legal action to recover the amount owed, as well as any additional costs incurred as a result of this pursuit.

Feel free to contact me at your earliest convenience to discuss this matter. I hope to resolve this issue amicably.

Sincerely,
[Your Name]