

Demand Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Demand for [Specify the Nature of the Demand]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally demand [describe the demand, e.g., payment, action, etc.] regarding [briefly explain the issue, including dates, events, and any relevant information].

As per our previous communications, [summarize any discussions or agreements related to the issue]. Despite these discussions, [describe the lack of response or action taken by the recipient].

Therefore, I request that you [clearly state what you are demanding and the deadline for compliance, e.g., "make payment of \$X by Date"]. Failure to meet this demand will leave me no option but to pursue further legal action.

Thank you for your prompt attention to this matter. I hope we can resolve this issue amicably.

Sincerely,

[Your Name]