

Letter of Demand

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Re: Demand for [Specify Issue, e.g., Payment, Compensation]

I am writing to formally demand [describe the nature of your claim, e.g., payment of a specified amount, compensation for damages, etc.]. Despite previous attempts to resolve this matter amicably, [describe any prior correspondence or discussions].

As a result of [explain how the situation has impacted you or your business], I am seeking [state your demands, e.g., payment of \$X, specific actions to be taken].

Please consider this letter as a final attempt to settle the matter without litigation. I expect a response by [insert a specific date, typically 10-14 days from the date of this letter]. Failure to respond may result in legal action being initiated to protect my rights.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]