

DEMAND LETTER

FROM:

Name: _____

Address: _____

Representative: _____

Email/Phone number: _____

TO:

Name: _____

Address: _____

Representative: _____

Email/Phone number: _____

Date: _____

Re: Demand Letter

Dear _____,

I am writing to you on my own behalf on behalf of

_____ to formally contact you and inform you of the following matter:

_____.

I We hope that we can resolve this matter peacefully and avoid the necessity of further legal action.

Context of Dispute:

_____.

Resolve Attempts: _____

To remedy the situation, I am we are demanding that you take the following steps:_____

I We consider this course of action to be fair and reasonable in view of the circumstances.

I We hereby inform you that if a resolution is not achieved within _____,

I we may have to pursue legal remedies, including bringing legal action, to protect our rights and interests.

I We appreciate your immediate attention to this matter and look forward to its prompt resolution.

Sincerely,
