

Demand Letter

Sender's Name: _____

Sender's Address: _____

Sender's Phone Number: _____

Sender's Email Address: _____

Recipient's Name: _____

Recipient's Address: _____

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,

