

DEMAND LETTER

[Date of Letter]

FROM:

[Sender's Full Legal Name]

[Sender's Mailing Address]

[Sender's Phone Number]

[Sender's Email Address]

TO:

[Recipient's Full Legal Name]

[Recipient's Mailing Address]

[Recipient's Phone Number]

[Recipient's Email Address]

SUBJECT: Formal Demand Regarding [Brief description of the grievance, e.g., outstanding obligation, dispute over services, property damage]

Dear [Recipient's Full Legal Name],

This letter serves as a formal demand regarding a matter of significant concern that requires your immediate attention and resolution. This communication is an attempt to resolve the dispute amicably and avoid the necessity of legal action.

The nature of the grievance is as follows: [Clearly and concisely describe the specific facts of the grievance, the events that led to it, and the impact on the sender. For example: "On or about [date], a dispute arose concerning [describe the specific issue, e.g., the condition of property located at (address), the quality of services rendered under a verbal agreement, an unfulfilled obligation related to (specific event)]. This situation has resulted in [describe the negative impact or damages incurred by the sender]."]

We have not previously communicated with you formally about this specific issue, making this our initial formal notification.

At this time, we are not demanding a specific monetary amount, interest, or attorney's fees. We are also

not requesting any specific non-monetary relief or corrective action in this initial demand. Our primary objective is to formally notify you of this grievance and to seek a resolution through direct communication.

No supporting documents are attached to this letter.

We expect a prompt response to this demand. Your failure to respond or engage in a good-faith effort to resolve this matter will leave us with no alternative but to consider all available legal remedies to protect our interests, which may include, but are not limited to, filing a lawsuit.

We urge you to contact us immediately to discuss this matter and work towards an amicable resolution.

Sincerely,

Print Name: [Sender's Full Legal Name]

Date: [date signed]

Address: [Sender's Mailing Address]