

SMALL CLAIMS DEMAND LETTER

From _____

Date _____, 20_____

THIS IS OUR FINAL ATTEMPT TO SETTLE THIS DISPUTE

Dear _____,

I, _____, am writing this pre-trial letter as a last and final attempt to settle the matter of: _____.

In the interests of both parties, and to settle this matter in an equitable way, we have prepared an offer of \$_____ to dismiss this matter.

A response to this letter is required by _____, 20_____.

If there is no response to this letter, all legal rights shall be explored, including, but not limited to, legal proceedings in a small claims court necessary to recover the debt without further notice or this debt may be transferred to a collection's agency in accordance with State and Federal laws.

This offer of settlement serves as an official notice to you and may be tendered in court as evidence of your failure to pay. If legal action is to occur to resolve this matter, it may involve having you pay attorney's fees and may impact your credit history.

We hope to resolve this matter as soon as possible.

Sincerely,
