

OFFICIAL DEMAND LETTER

Date _____, 20____

Dear _____,

I, _____, am writing this demand letter as my LAST NOTICE for:

If there is no response to this demand letter by _____, 20____, all legal rights shall be explored, including, but not limited to, legal proceedings necessary in accordance with State and Federal laws.

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

We hope to resolve this matter as soon as possible.

Sincerely,
