

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

[Attorney Name]
[Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Company]
[Address Line 1]
[Address Line 2]

RE: FORMAL DEMAND FOR [INSERT SUBJECT, E.G., PAYMENT / BREACH OF CONTRACT]

Client: [Insert Client Name]

Matter Number: [Insert Number]

Dear [Recipient Name],

This law firm represents [Client Name] regarding [briefly state the nature of the dispute, e.g., the outstanding balance owed under the contract dated MM/DD/YYYY].

Background

On [Date], the parties entered into an agreement for [brief description of services or goods]. Pursuant to the terms of that agreement, [Client Name] performed [description of performance]. However, you have failed to [description of breach, e.g., pay the invoice totaling \$0.00].

The Claim

Your failure to [perform action] constitutes a breach of [contract/statute/duty]. As a direct result of your actions, my client has suffered damages in the amount of \$[Amount].

Demand

Demand is hereby made for the immediate payment of \$[Amount] to be delivered to this office no later than [Insert Number] days from the date of this letter. Payment should be made payable to "[Law Firm Name] Trust Account."

Notice of Intent to Litigate

If this matter is not resolved by [Deadline Date], we have been authorized by our client to initiate formal legal proceedings against you without further notice. This may include seeking compensatory damages, interest, attorney's fees, and court costs.

Preservation of Evidence

You are hereby instructed to preserve all records, documents, electronic communications, and data related to this matter. Failure to do so may result in legal sanctions for spoliation of evidence.

We look forward to your prompt response to avoid the necessity of litigation.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]