

**Date:** [Current Date]

**From:**

[Your Full Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

**To:**

[Recipient Name / Business Name]

[Recipient Address]

[Recipient City, State, Zip Code]

**RE: NOTICE OF INTENT TO FILE LAWSUIT (Demand Letter)**

Dear [Recipient Name],

This letter serves as formal notice of my intent to file a claim against you in Small Claims Court if the matter described below is not resolved immediately.

**Reason for Dispute:**

[Describe the situation clearly, e.g., unpaid debt, damage to property, or failure to provide services as contracted].

**Demand for Payment:**

I am demanding the total sum of \$[Total Amount Owed]. This amount represents [Breakdown of costs, e.g., the original balance of \$X plus \$Y in late fees/damages].

**Deadline:**

Please remit payment in full or contact me to arrange a settlement by [Date, usually 10-14 days from today]. Payment should be sent to the address listed at the top of this letter.

Failure to respond or provide payment by the deadline stated above will result in the immediate filing of a lawsuit in the [Name of County] Small Claims Court. I will seek the full amount owed, plus court costs, filing fees, and any other interest allowed by law.

I hope to resolve this matter amicably and avoid the time and expense of legal proceedings.

Sincerely,

[Your Signature]

[Your Printed Name]