**DEMAND LETTER**

From

**[Name Of Sender]**

**[Address]**

**[City, State]**

**[Zipcode]**

**[Date]**

Dear **[Recipient],**

I, **[name],** a licensed real estate agent in the state of **[state]**, am writing this demand letter as my last notice for the commission owed on the following transaction:

**Property**: **[property address]**

**Transaction type**:  sale  lease

**Commission**: **[percent]%** of $**[dollar amount]**

If there is no response to this demand letter by **[date],** 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,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_