**DEMAND LETTER**

From

**[Name of sender]**

**[Address]**

**[City, state]**

**[Zipcode]**

**[Date]**

**[Address]**

**[City, state]**

**[Zipcode]**

Dear **[recipient],**

This letter is being sent on behalf of **[name]** to formally request the refund of $**[dollar amount]** for the following: **[what is being refunded].**

The refund is being requested due to: **[the reason why requesting a refund].**

If a refund is not administered by **[date]** a court filing may be filed against you. In addition to the refund amount, a request for reimbursement of filing fees, attorney’s fees, and any other costs associated with obtaining the refund amount may be pursued.

Sincerely,

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