**DEMAND LETTER**

From

**[Name of sender]**

**[Address]**

**[City, state]**

**[Zipcode]**

**[Date]**

**This is our final attempt to settle this dispute**

Dear **[recipient],**

I, **[name of sender],** am writing this pre-trial letter as a last and final attempt to settle the matter of: **[list of dispute].**

In the interests of both parties, and to settle this matter in an equitable way, we have prepared an offer of $**[dollar amount]** to dismiss this matter.

A response to this letter is required by **[date].**

If there is no response to this letter, all legal rights shall be explored, including, but not limited to, legal proceedings in a small claims court necessary to recover the debt without further notice or this debt may be transferred to a collection’s agency in accordance with state and federal laws.

This offer of settlement serves as an official notice to you and may be tendered in court as evidence of your failure to pay. If legal action is to occur to resolve this matter, it may involve having you pay attorney’s fees and may impact your credit history.

We hope to resolve this matter as soon as possible.

Sincerely,

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