

Date

Recipient Name

Address line 1

Address line 2

Demand Letter Template Without Prejudice

Dear Recipient Name,

In two or three brief paragraphs, describe the reason for the claim. Be polite. State facts and include dates and/or amounts. What is the problem or issue?

Provide a specific way to resolve the claim, such as making repairs, returning goods, or making payment. Be specific about dollar damages, stating the exact amount you are claiming. What are the damages? What is the reason? Explain why the damages are justified.

Provide a date when the matter must be settled. If you will accept terms, such as multiple payments over time, provide this information. State your course of action, if your claim is not satisfied by the deadline. Do not make threats.

I look forward to hearing from you soon.

Sincerely,

Your Name