

Please note that the Plaintiff/Claimant will be referred to as "you" in the instructions.


For help in completing this form, click on the yellow question marks or comment symbol for instructions. Please make sure that your Highlight Fields option is on so that the fields that need to be completed are light blue in color on the form. Turn it on by clicking on the Highlight Fields button that is on the far right side of the purple message bar.


**DEMAND LETTER - SAMPLE**


*(Required in a Commercial Claim arising out of a Consumer Transaction)*

Date: \_\_\_\_\_ 

TO: \_\_\_\_\_ 

 You have not paid a debt owed to \_\_\_\_\_, which you incurred on \_\_\_\_\_. The amount remaining unpaid on the debt is \_\_\_\_\_. Demand is hereby made that this money be paid. Unless payment of this amount is received by the undersigned no later than \_\_\_\_\_, a lawsuit will be brought against you in the Commercial Claims part of \_\_\_\_\_ City Court in order to obtain a judgment against you.

 Our records show that you have made the following payment(s) in partial satisfaction of this debt: \_\_\_\_\_. A copy of the original debt instrument or other document underlying the debt is attached. The names and addresses of the parties to the original debt transaction are:

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

If a lawsuit is commenced, you will be notified of the hearing date and you will be entitled to appear at the hearing and present any defenses you may have to this claim.

