

{your name}

{your address}

{date}

{defendant's name}

{defendant's address}

Dear {defendant name},

This letter serves as a formal demand for payment of damages in the amount of {total amount}. This amount is the total of my costs resulting from {incident and incident date}. I have enclosed an itemized list of my costs.

{Provide a concise description of the incident here.}

{Provide a timeline of your efforts to resolve the issue here.}

If I do not receive the total amount of {total amount} by {date, usually 15-30 days from date of letter}, I will promptly file a claim in {your state} small claims court.

Sincerely,

{your signature}

{your name}