

[YOUR FULL LEGAL NAME] [YOUR ADDRESS]

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

[RECIPIENT S NAME] [RECIPIENT S ADDRESS]

Re: Formal Demand

Dear [RECIPIENT S NAME]:

This letter constitutes formal written notice and demand regarding the following matter:

Factual Background

[FACTUAL BACKGROUND DATES EVENTS AGREEMENT CONTEXT]

Demand

You are hereby demanded to take the following action within **14 days** after receipt of this letter:

[SPECIFIC ACTION S DEMANDED PAY RETURN]

Payment must be made by cashier's check, wire transfer, or other immediately-available funds delivered to the address above, or as the parties mutually agree in writing.

Consequences of Non-Compliance

If we do not receive compliance by the deadline, we will pursue all available legal remedies without further notice, including filing suit to recover the amount owed plus interest, costs, and attorneys' fees where permitted.

California Civ. Code §1717. Any contractual attorney's-fee recovery is automatically reciprocal under California law — if [YOUR FULL LEGAL NAME] prevails, recovery is permitted; if the recipient prevails, recovery is likewise available.

Reservation of Rights and Preservation

This letter is not a waiver or compromise of any right or claim. All rights and remedies are expressly reserved. You are further directed to preserve all documents, records, communications, and data relating to the subject matter of this demand pending potential litigation; destruction or alteration may give rise to spoliation sanctions.

Govern yourself accordingly.

Sincerely,

[YOUR FULL LEGAL NAME]

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE