

SMALL CLAIMS DEMAND LETTER

[YOUR FULL LEGAL NAME] [YOUR ADDRESS]

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

[RECIPIENT S NAME] [RECIPIENT S ADDRESS]

Re: Final Pre-Suit Demand Before Filing Small Claims Action — \$0.00

Dear [RECIPIENT S NAME]:

This letter is a **FINAL PRE-SUIT DEMAND** before [YOUR FULL LEGAL NAME] files a small-claims action against you.

I. Factual Background

[FACTUAL BACKGROUND DATES EVENTS AGREEMENT CONTEXT]

II. Amount in Controversy and Jurisdiction

The amount in controversy — **\$0.00** — is within the small-claims jurisdictional limit of **\$10,000.00** in the State of [STATE]. [YOUR FULL LEGAL NAME] intends to file suit in the [COUNTY WHERE SUIT WILL BE FILED] County small-claims court.

III. Good-Faith Attempt to Resolve

Many states condition the recovery of certain costs, fees, or statutory damages in small claims on a documented good-faith attempt to resolve the dispute before filing. This letter satisfies that requirement and preserves [YOUR FULL LEGAL NAME]'s right to request all statutory remedies.

IV. Demand

You are hereby **DEMANDED** to tender **\$0.00** in immediately-available funds within **14 (fourteen) days** of receipt of this letter.

[SPECIFIC ACTION S DEMANDED PAY RETURN]

VI. Consequences of Failure to Comply

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.

If you fail to pay or otherwise resolve this matter within the deadline, [YOUR FULL LEGAL NAME] will file a small-claims complaint seeking:

(a) the principal amount of **\$0.00**; (b) filing fees and service-of-process costs; (c) pre-judgment interest at the statutory rate; (d) post-judgment interest; and (e) any additional statutory damages, treble damages, or fees available under applicable law.

Small-claims proceedings in [STATE] are streamlined, attorneys are typically not required, hearings are generally set within 30–90 days, and a judgment against you may be **reported to credit bureaus** and enforced through **wage garnishment, bank levy, and property liens**.

VII. Preservation and Reservation

You are directed to preserve all relevant records. All rights and remedies are expressly reserved.

Sincerely,

[YOUR FULL LEGAL NAME]

PRINTED NAME

SIGNATURE

DATE