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# Demand Letter Small Claims

**Alex Martin**

123 Pine Street

Middletown, TX 34567

alexmartin@example.com

(456) 789-0123

July 29, 2024

**Taylor Green**

789 Birch Road

Middletown, TX 34567

Subject: Demand for Payment – Small Claims

Dear Taylor Green,

I hope this letter finds you well. I am writing to formally demand payment for the amount of \$800, which is owed to me for the services rendered on May 15, 2024. Despite multiple reminders and previous attempts to resolve this matter amicably, the payment remains outstanding.

Details of the debt are as follows:

- Service Provided: Graphic Design Services
- Date of Service: May 15, 2024
- Amount Due: \$800
- Invoice Number: GD1234

I kindly request that you make the payment in full by August 12, 2024. Failure to make this payment by the specified date will leave me with no choice but to pursue legal

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action through the Small Claims Court to recover the amount owed, along with any additional costs incurred.

Payment can be made to the following account:

- Account Name: Alex Martin
- Account Number: 987654321
- Bank Name: Middletown Community Bank
- Routing Number: 654321987

Alternatively, you can mail a check to my address provided above.

If there are any issues or additional information required, please do not hesitate to contact me at (456) 789-0123 or alexmartin@example.com. I hope we can resolve this matter quickly and amicably.

Thank you for your prompt attention to this matter.

Sincerely,

**Alex Martin**