
Demand Letter Small Claims

John Doe

123 Main Street

Anytown, CA 90001

john.doe@email.com

(123) 456-7890

June 28, 2024

Jane Smith

456 Elm Street

Anytown, CA 90005

Subject: Demand for Payment

Dear Ms. Smith,

I am writing to formally demand payment regarding the matter of unpaid invoices for the landscaping services provided at your property, which has caused financial loss amounting to **\$2,000**. Despite previous attempts to resolve this issue amicably, I have not received the necessary compensation.

As per our agreement and multiple subsequent communications (on April 15, 2024, and May 10, 2024), you agreed to pay the full amount upon completion of the services. Unfortunately, as of today, June 28, 2024, the payment remains outstanding.

Please be advised that this letter serves as a final demand for the payment of **\$2,000**, which is due immediately. I urge you to settle this payment by July 13, 2024, to avoid further action. If I do not receive payment by the above date, I will be compelled to initiate a claim in small claims court to recover the amount due, along with any associated court costs and legal fees.

I would prefer to resolve this matter without court intervention. Please contact me directly at (123) 456-7890 or john.doe@email.com to confirm payment or discuss any queries you may have about this issue.

Thank you for your immediate attention to this matter. I hope for a swift resolution.

Sincerely,

John Doe