

Commercial Claim Arising Out of a Consumer Transaction

DEMAND LETTER

To: \_\_\_\_\_  
Name of Defendant

Date:

\_\_\_\_\_  
Address

You have not paid a debt owed \_\_\_\_\_,  
which you incurred on \_\_\_\_\_, 20\_\_\_\_. The amount  
remaining unpaid on this debt is \$\_\_\_\_\_. Demand is hereby made  
that this money be paid. Unless payment of this amount is received by the undersigned no later  
than \_\_\_\_\_, 20\_\_\_\_, a lawsuit will be brought against you in the  
Commercial Claims Part of the Court.

If a lawsuit is brought, you will be notified of the hearing date, and you will be entitled to  
appear at the hearing and present any defense you may have to this claim.

(If applicable) Our records show that you have made the following payment in partial  
satisfaction of this debt (fill in dates and amounts paid) \_\_\_\_\_.

A copy of the original debt instrument — your agreement to pay — is attached.  
[The names and addresses of the parties to that original debt instrument are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(to be completed if claimant was not a party to the original transaction)].*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Typed or Printed Name and Address of Claimant