

Commercial Claim Arising Out of a Consumer Transaction

DEMAND LETTER

TO: \_\_\_\_\_  
Name of Defendant

Date:

\_\_\_\_\_  
\_\_\_\_\_  
Address

You have not paid a debt owed to \_\_\_\_\_,  
which you incurred on \_\_\_\_\_, 199 \_\_\_\_\_. The amount  
remaining unpaid on the debt is \$ \_\_\_\_\_. Demand is hereby made that this money be paid. Unless payment  
of this amount is received by the undersigned no later than \_\_\_\_\_, 199 \_\_\_\_\_, 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 agreement are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Typed or Printed Name and Address  
of Claimant