Name (Company 1)

Street Address

Phone Number

Name (Company 2)

123 Fake Ave.

Date

Dear (Insert Recipient Name Here)

This letter serves as a formal demand for (Insert the purpose of the demand letter here)

On (State the date when the action leading to the demand letter started followed by the full details of the complaint, how it happened, any subsequent phone calls, communications, and invoices)

Unless you contact us to resolve the dispute, we will have to take legal action to resolve the dispute. (In this section, you must explain why it would not be in the recipient’s favor to let you pursue legal action. You can include attorney’s fees, filing costs, and any other means the recipient may be affected. (For instance, it might have an impact on their credit score)

Please note that this letter may be used as evidence of your failure to comply.

Prompt attention to this matter would be appreciated. (You must include a deadline here)

Sincerely,

Name of the Author