

DEMAND LETTER: Demand Letters are written in standard business format, and every demand letter has four parts:

1. Subject line: **Demand Letter:**
 2. First Paragraph: **Facts of the Case**
 3. Second Paragraph: **Remedy you're after**
 4. Third paragraph: **I expect your written reply within 10 days of the date of this letter, or I will pursue my proper legal remedies.**
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For Example:

1. Subject line: **Demand Letter:**
Demand Letter: Failure to Build Fence
2. First Paragraph: **Facts of the Case**
On January 1, 2019, we contracted with you to build a privacy fence around our yard.
We paid you \$5,000 to build the fence.
You haven't built the fence.
3. Second Paragraph: **Remedy you're after**
We want our money back, and we want our court costs and personal service fees for getting the Sheriff's Deputy to serve you.
We'll get somebody else to build the fence.
4. Third Paragraph: **We expect your written reply within ten days of this letter, or we will pursue our proper legal remedies.**

Always be professional. The Demand Letter is delivered to the Defendant, but it is going to be read by the Judge if your case goes to court, because you will include it in your evidence. The Demand Letter is a great opportunity to explain to the Judge what the case is about, and to show that you tried to be reasonable.