

**DEMAND LETTER**  
**(commercial claim arising out**  
**of a consumer credit transaction)**

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_  
(Name of Defendant)

\_\_\_\_\_  
(Mailing Address of Defendant)

**Dear** \_\_\_\_\_ :  
(Name of Defendant)

You have not paid a debt owed to \_\_\_\_\_  
(Name & Address of Claimant)  
which you incurred on \_\_\_\_\_. Our records show that  
(Date Debt Was Incurred)  
you have made the following payment(s) in partial satisfaction of this  
debt \_\_\_\_\_. The amount remaining unpaid on the  
(Date(s) & Amount(s) Paid)  
debt is \$ \_\_\_\_\_. Demand is hereby made that this money be paid.  
(Amount Owed)  
Unless payment of this amount is received by the undersigned no later  
than \_\_\_\_\_, a lawsuit will be brought against you in the  
(Date Payment Expected)  
commercial claims part of the court.

If a lawsuit is commenced, 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.

**Sincerely,**

\_\_\_\_\_  
(Claimant's Signature)

\_\_\_\_\_  
(Claimant's Name)

\_\_\_\_\_  
(Claimant's Address)