

Date:

To:

This letter will serve to give notice that it is my intention to file suit against you in Small Claims court for the money that you owe me, plus costs of suit.

I believe that you owe me \$ _____ for the following reasons.

If you believe that the above amount is incorrect, please contact me immediately.

If I do not hear from you within five days, I will assume that you have no intention of resolving this matter.

Yours very truly,

- S A M P L E -

(Your Name)
(Address)
(City and State)
(Telephone)

Date: (Date)

To: (Name)
(Address)

This letter will serve to give notice that it is my intention to file suit against you in small claims court for the money that you owe me, plus costs of suit.

I believe that you owe me \$ (amount) for the following reasons.

(State time, place, and basis of your claim)

If you believe that the above amount is incorrect, please contact me immediately.

If I do not hear from you within five days, I will assume that you have no intention of resolving this matter.

Yours very truly,

(Your Name)