SAMPLE DEMAND LETTER

**(AFTER THE JUDGMENT AWARD)**

**From** [**CollectYourJudgment.org**](http://www.collectyourjudgment.org/)

Pat Smith

56 Money Way

Pittsburgh, PA 15226

(724) 555-6712

[ps@mymail.com](mailto:ps@mymail.com)

Joe Owe

75 Debt Lane

Pittsburgh, PA 15216

(412) 555-2176

[jo@yourmail.com](mailto:jo@yourmail.com)

21 June 20XX

Dear Mr. Owe:

As you know, the Judge awarded me $2,000 at the Small Claims Court hearing on 20 May 20XX. This letter is an attempt to collect that debt. The judgment has been recorded and needs to be paid. I would like the amount to be paid no later than 21 July 20XX. If you are unable to make that payment, I would be willing to make payment arrangements with you so that the debt could be paid in four monthly $500 payments. The last payment would then be due on 21 October 20XX.

If you do not make the 21 July payment, do not sign the payment arrangement attachment to this letter, or do not respond to this communication in any way; I will take further action, including garnishments, necessary to collect the $2,000 awarded to me in court.

I will expect a response to this letter no later than 1 July 20XX. If you would like to accept the payment arrangement offer, please sign and return the enclosed agreement.

Sincerely,

Pat Smith