**DEMAND LETTER**

**From**

[NAME OF SENDER]

[ADDRESS]

[CITY, STATE]

[ZIPCODE]

[DATE]

[ADDRESS]

[CITY, STATE]

[ZIPCODE]

Dear [RECIPIENT],

This letter is being sent on behalf of [NAME] to formally request the refund of $[DOLLAR AMOUNT] for the following: [WHAT IS BEING REFUNDED].

The refund is being requested due to: [THE REASON WHY REQUESTING A REFUND].

If a refund is not administered by [DATE] a **court filing may be filed against you**. In addition to the refund amount, a request for reimbursement of filing fees, attorney’s fees, and any other costs associated with obtaining the refund amount may be pursued.

Sincerely,

**[Signature]**

**[your name]**