

# OFFICIAL NOTICE OF DEMAND

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

Dear \_\_\_\_\_,

Our client, \_\_\_\_\_, has hired us to represent their interest in resolving this matter. This letter serves as an official demand for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If there is no response to this letter by \_\_\_\_\_, 20\_\_\_\_, all legal rights shall be explored, including, but not limited to, legal proceedings necessary in accordance with State and Federal laws.

This notice of demand serves as official notice to you and may be tendered in court as evidence of your failure to cooperate. If legal action is to occur to resolve this matter, it may involve having you pay attorney's fees.

We hope to resolve this matter as soon as possible.

Sincerely,

\_\_\_\_\_