

_____, _____
Telephone No.: (____) _____

CERTIFIED MAIL/RETURN RECEIPT REQUESTED

Date: _____

_____, Nevada _____

Dear _____:

This letter is a demand for payment in the amount of \$_____.

I believe I am owed this amount as a result of the following facts and circumstances:

You are hereby informed that you have ten (10) days from the date of this letter to pay the demanded amount or to make a satisfactory arrangement with me to fully resolve this matter. My contact information is listed above. In the event this matter is not resolved to my satisfaction, then it is my intent to file an action in Small Claims Court where I will also request that you pay the costs of suit associated with having the matter heard by the court. Please guide yourself accordingly.

Sincerely,

Signed: _____

Print: _____