

From: _____
Address: _____
City, State, Zip Code: _____, _____
Telephone No.: (____) _____

CERTIFIED MAIL/RETURN RECEIPT REQUESTED

Date: _____

To: _____

Address: _____

City & Zip Code: _____, 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.

If you are interested in mediating this matter with me, please contact the Neighborhood Justice Center at (702) 455-3898. Mediation is an opportunity for us to craft an agreement with a neutral third party that might keep us out of court. It is confidential, expedited, and free, and you can negotiate agreement details without a judgment being placed on your financial record.

My contact information is listed above. In the event this matter is not resolved to my satisfaction, or if I do not receive or accept an invitation to mediate, then I intend 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: _____

Printed Name: _____