

Important Points to Consider When Drafting a Demand Letter

- This is a general template, and you should modify it to fit the specifics of your case.
- Each civil dispute is unique and requires specific details in the demand letter for it to be effective.
- Drafting an inaccurate or incomplete letter could potentially harm your position in the dispute.
- Consult with an attorney for legal advice and to ensure your demand letter is accurate and effective.
- Keep a copy of the demand letter for your records.
- Send the letter via certified mail, return receipt requested, as proof of delivery.
- Be professional and courteous in your tone, even if you are angry or frustrated.
- Be clear and specific about your demands.
- Set a deadline for the other party to respond.
- Be prepared to take legal action if necessary.

Civil disputes in Florida can be complex. Consulting with an attorney is the best way to ensure your rights are protected and you obtain the best possible outcome. If you need assistance preparing your demand letter please call CRISTO DIAZ LAW PLLC at 305-916-4111 or send an email to hello@cristodiazlaw.com.

DEMAND LETTER

Your Name
Your Address
Your City, State, Zip Code

Date

[Recipient Name]
[Recipient Address]
[Recipient City, State, Zip Code]

RE: Demand for [State Nature of Dispute, Incident Date, Claim Number, etc.]

Dear [Recipient Name],

This letter is to formally demand the [State your desired outcome, e.g., payment of \$____, return of property, correction of ____] in connection with the following dispute:

[Provide a clear and concise summary of the facts surrounding the dispute, including the date, time, and location of the incident, as well as any relevant communications, agreements or contracts.]

PRESERVATION OF EVIDENCE NOTICE

Allow this letter to also serve as notice and demand for preservation of all evidence related to the dispute, including, but not limited to:

[List any piece of evidence that you need the other party to preserve in case of litigation, i.e. photographs taken at a specific time and place, cell phone records from a specific time period, vehicle recording device data, security camera footage taken at a specific time and place, witness interviews and reports, and any other documents, records, or physical evidence that is related to the dispute.]

Please do not destroy, alter, or dispose of any of this evidence until further notice from me or from a court of law.

LIABILITY

[Explain how the other party breached the agreement or acted negligently, causing you harm.]

SUMMARY OF DAMAGES

[Quantify your damages, if applicable, including financial losses and any emotional distress.]

DEMAND

Therefore, I demand that you [State your specific demand, e.g., pay me \$___ by ___, return my property by ___, correct the problem by ___] in order to resolve this matter.

If I do not receive a satisfactory response from you within [Number] days of the date of this letter, I will be forced to pursue all available legal remedies, including [List potential legal actions, e.g., hiring an attorney, filing a lawsuit (list specific claims), seeking attorney's fees, etc.].

I strongly prefer to resolve this matter amicably, and I am open to discussing a mutually agreeable solution. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Sincerely,
[Your Signature]
[Print Name]

Attachments: [List any attachments]