

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Recipient Address]

RE: GOOD FAITH DEMAND FOR SETTLEMENT

Claim Number: [Claim Number, if applicable]
Matter: [Brief Description of Dispute/Incident]

Dear [Recipient Name],

This letter serves as a formal good faith demand to resolve the outstanding matter regarding [description of the issue]. My records indicate that [provide a brief summary of the facts and the amount owed or action required].

Despite previous attempts to resolve this issue through [mention previous contact attempts, e.g., phone calls/emails], the matter remains unresolved. This letter is an effort to settle this dispute fairly and efficiently without the need for formal legal proceedings.

Demands:

- [Demand 1: e.g., Payment of \$0.00]
- [Demand 2: e.g., Delivery of specific goods/services]
- [Demand 3: e.g., Cease and desist of specific actions]

Please provide a written response or the requested payment by [Date, usually 10-14 days from now]. If I do not hear from you or receive the requested settlement by this date, I will be forced to pursue further legal remedies, which may include filing a formal lawsuit.

I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]