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**INFORMATION: DEMAND LETTER TO PERSON OR BUSINESS FOR MONEY OWED**

**My Florida Claim™** provides Florida small claims assistance and judicial support related services to self-represented individuals and business professionals, i.e., formal demand letters, full-service small claims assistance, local court filing services, DIY document packages, private investigations, and post-judgment collection remedies essential to aiding self-represented litigants.

A formal demand letter to a person or business for money owed is a detailed letter demanding payment of a debt or money owed in an amount of FIVE-THOUSAND DOLLARS (\$5,000.00) or less. It may seem “too good to be true,” that a formal letter to your debtor which effectively conveys your demands and intentions to pursue the matter in small claims court if the issue of non-payment persists or is not satisfied, could actually result in the debtor paying what is owed to you; however, this could be the result!

**There are a few key benefits to sending a formal demand for payment in collecting any debt, including the following:**

- ✓ It shows the non-paying party that you’re serious about collection
- ✓ It will help support your claim should you need to file a small claims action with the courts
- ✓ It will preserve your interest in all collection related matters (i.e. starts clock for charging interest)
- ✓ It may qualify you for extra legal remedies (i.e. to collect penalties or costs attributable to your legal action)

**Of course anyone can send their own demand letter; however, there are clear advantages to having a professional company send your demand letter on your behalf, including the following:**

- ✓ A formal demand letter from a professional company may carry more weight than a letter written personally
- ✓ Details can be crafted into your letter to take advantage of collecting extra expenses (interest, late penalties, etc.)
- ✓ Professional office support staff, document imaging, mail management, and reliable proof of delivery options

**LEGAL DOCUMENT PREPARATION SERVICES:** Simply email or fax us your completed questionnaire and we do the rest! **Let us help you turn losses into money in the bank! --** We make it simple to create a formal demand for money owed.

**My Florida Claim™** is fast, effective, and affordable. You provide us the information, and we’ll get the demand letter promptly sent out today! If that doesn’t produce payment, you can follow up with quality small claim assistance related services to file your action with the courts.

FORMAL DEMAND LETTERS	SMALL CLAIMS ASSISTANCE	JUDGMENT ENFORCEMENT
+ Fast, Effective & Affordable	+ Complete DIY Document Packages	+ Private Investigation Services
+ Fill Out ONE (1) Simple Form	+ Full-Service Claim Assistance	+ Skip Tracing and Asset Allocation
+ Expedited Delivery Only; <b>\$34.97</b>	+ Professional Services Only; <b>\$89.97</b>	+ Post-Judgment Remedies



\* My Florida Claim™ is an independent, non-attorney service. My Florida Claim™ is not licensed by the Florida Bar to practice law in the state of Florida and is not authorized to give legal advice or tell you what your legal rights are. The services that you are purchasing are non-lawyer services only. My Florida Claim™ only provides pro se legal document preparation at your specific direction and assistance of procedures followed by the Clerk’s Office outlined by the Courts.



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**QUESTIONNAIRE: DEMAND LETTER TO PERSON OR BUSINESS FOR MONEY OWED**

**\* Instructions:** The demand letter questionnaire will assist you in preparing a formal demand for payment of a debt or money owed by an individual or business. Please complete all sections of this questionnaire in print; and return to **My Florida Claim™**.

**1 WHO IS DEMANDING PAYMENT**

\* Enter the name and address of the person/business demanding payment.

**Creditor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_

\* Select the option that best describes the party demanding money (the "Creditor").

**Individual or Business:**  Individual  Business

**2 WHO OWES THE MONEY**

\* Enter the name and address of the person/business that owes money.

**Debtor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_

\* Select the option that best describes the party demanding money (the "Debtor").

**Individual or Business:**  Individual  Business

**3 DATE AND TYPE OF DEMAND LETTER**

**What Is This Letter Regarding:**

- Oral Contract  Personal Loan  
 Past-Due Account  Lease Agreement

\* Select best description of basis for the debt.

**What Date Will The Letter Be Prepared:**

**Demand Letter Date:** \_\_\_\_\_

\* Enter the date you wish to have your demand letter drafted.

**4 WHAT ARE THE TERMS OF THE AGREEMENT OR ACCOUNT**

**Details of The Agreement:**

**Agreement Date:** \_\_\_\_\_

**Current Balance due:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\* Balance should NOT reflect interest or late charges.

**Copy of Agreement Enclosed With Letter?**

Yes  No

\* Select "Yes" if a copy of the Agreement or Account will be enclosed. In the "Description" field, enter a description or the name of the goods or services provided under the Agreement. For example, "rental services." You will be required to provide a copy of your Agreement, if any.



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**5 WHAT ARE THE TERMS OF THE PAYMENT BEING DEMANDED**

**What Is The Debtor Being Asked to Pay:**

Full Amount  Full Amount; + Late Fees

**What Amount Is Past Due:**

Past-Due Amount: \_\_\_\_\_

- \* Enter the total amount of payments past- due.
- \* Do not include late charges.
- \* Select "Plus late charges" to include late charges owed by the Debtor.

**How Will The Late Fees Be Calculated:**

Specific Amount  Percentage of Balance

**What Is Your Late Fee:**

Late Fee Amount: \_\_\_\_\_

- \* Enter the total late charge amount.
- \* Do not include late charges.
- \* Choose the option which best describes the method used to calculate the late charges

**6 WHAT ARE THE TERMS OF THE AGREEMENT OR ACCOUNT**

**Due Date To Avoid Small Claim Action?**

Date: \_\_\_\_\_

- \* Enter a reasonable deadline for payment of the money owed. It is customary to allow approximately 15 to 30 days for payment of money owed before taking legal action.

**How Do You Prefer To Be Contacted:**

By mail: \_\_\_\_\_

By phone: \_\_\_\_\_

By e-mail: \_\_\_\_\_

By fax: \_\_\_\_\_

**7 WHAT ARE THE TERMS OF THE AGREEMENT OR ACCOUNT**

**Please Select Service Desired:**

Standard \$34.97  + Personal Service

Amount to Charge: \$ \_\_\_\_\_

I authorize My Florida Claim™ to charge the amount listed above to the credit card provided herein. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement. This payment is for the My Florida Claim™; DEMAND LETTER TO PERSON OR BUSINESS FOR MONEY OWED. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this order form.

**Account Type:**  Visa  MasterCard  AMEX  Discover CCV: \_\_\_\_\_

(3 digit number on back)

Card Holder Name: \_\_\_\_\_ Card Number \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Card Expiration Date: \_\_\_\_\_

X \_\_\_\_\_  
Authorized Signature Date



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