

# Demand Letter Template

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**From:** Travis J. Martin - How to Fight Corporations and Win

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## Structure Template

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### 1. Header Information

**[Your Name]**

[Your Address]

[City, State ZIP]

[Email Address]

[Phone Number]

**Date:** [Current Date]

**[Company Name]**

Attn: [Department/Executive Name]

[Company Address]

[City, State ZIP]

**RE:** [Brief Subject Line - Account #XXXXX / Transaction Date]

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### 2. Opening Statement

Dear [Name/Sir or Madam]:

I am writing to formally demand [specific resolution] regarding [brief description of issue] that occurred on [date].

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### 3. Summary of Issue

On [date], I [describe what happened]. Despite [number] attempts to resolve this matter through your customer service department, the issue remains unresolved.

#### Key Facts:

- [Fact 1 with date]
  - [Fact 2 with date]
  - [Fact 3 with date]
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### 4. Legal/Policy Basis

Your company's conduct appears to violate:

- [Specific policy section or terms of service]
- [Relevant consumer protection statute, if applicable]
- [Industry regulation or standard, if applicable]

According to [source], companies are required to [obligation].

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### 5. Evidence Overview

I have documented this matter thoroughly and possess the following evidence:

- [Document type 1 - e.g., email correspondence dated X]
- [Document type 2 - e.g., screenshots of transaction]
- [Document type 3 - e.g., call logs with reference numbers]

All documentation is available upon request and has been preserved for potential regulatory or legal proceedings.

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### 6. Requested Resolution

I am requesting the following resolution:

1. [Specific demand - e.g., Full refund of \$XXX.XX]

2. [Additional demand if applicable - e.g., Correction of credit report]

3. [Timeline - e.g., Resolution within 14 calendar days]

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## 7. Evidence Preservation Notice (Optional - Use for serious matters)

### NOTICE TO PRESERVE EVIDENCE:

You are hereby notified to preserve all documents, communications, recordings, and electronic records related to:

- Account/Transaction #[number]
- All communications between [date range]
- Internal notes, escalations, and case files
- Relevant policies and procedures in effect during [time period]

Failure to preserve evidence may constitute spoliation and could result in adverse legal consequences.

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## 8. Next Steps

If I do not receive a satisfactory response by [**specific date - typically 14-21 days**], I will have no choice but to pursue the following remedies:

- Filing a complaint with [relevant regulatory agency - e.g., FTC, CFPB, State Attorney General]
- Initiating a chargeback/dispute with my financial institution
- Pursuing arbitration or small claims litigation as outlined in your Terms of Service
- [Other relevant escalation]

I prefer to resolve this matter amicably and professionally. I look forward to your prompt response.

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## 9. Signature Block

Sincerely,

[Your Signature - if mailing hard copy]

[Your Typed Name]

[Your Email]

[Your Phone]

**Preferred Method of Response:** [Email/Certified Mail/Phone]

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## Tips for Using This Template

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1. **Be Specific:** Replace all bracketed placeholders with exact details
  2. **Stay Professional:** Remove emotional language; stick to facts
  3. **Be Reasonable:** Demand what you're entitled to, not more
  4. **Set Deadlines:** Give them 14-21 days to respond
  5. **Keep Copies:** Save PDF copies of everything you send
  6. **Send Certified:** For important matters, send via certified mail with return receipt
  7. **Follow Up:** If no response, escalate as promised
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## Common Mistakes to Avoid

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- ✗ Don't threaten lawsuits you won't file
  - ✗ Don't use profanity or insults
  - ✗ Don't exaggerate or lie about facts
  - ✗ Don't send to generic customer service first - escalate to legal/executive level
  - ✗ Don't forget to proofread - typos undermine credibility
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**Remember:** This letter is part of your permanent record. Make it count.