**FORM SCA 1**

**SMALL CLAIMS COURT**

**LETTER OF DEMAND**

FROM:

…………………………………………………………………………………………………………………………………………………………….

WORK ADDRESS…………………………………………………………………………………………………………………………………..

RESIDENTIAL ADDRESS…………………………………………………………………………………………………………………………

TELEPHONE NO. (S) AND EMAIL…………………………………………………………………………………………………………..

TO

…………………………………………………………………………………………………………………………………………………………….

WORK ADDRESS…………………………………………………………………………………………………………………………………..

RESIDENTIAL ADDRESS…………………………………………………………………………………………………………………………

TELEPHONE NO. (S) AND EMAIL…………………………………………………………………………………………………………..

SIR/MADAM

**DEMAND:**

I hereby claim from you

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

**(PLEASE STATE**

**PARTICULARS)**……………………………………………………………………………………………………………………………………

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Unless you comply with this demand within fourteen (14) days after receipt of this letter, summons will be issued against you in the Small Claims Court

 ……………………………………………………….