

LETTER OF DEMAND

Section 29(1) of the Small Claims Courts Act 61 of 1984

A. FROM (the person claiming the money)

Full names and surname

Address

Contact number

Email

B. TO (the person who owes the money)

Full names and surname,
or name of the business

Address

This is the address where the letter must be delivered

C. THE CLAIM

Amount claimed

R _____

What the money is for

Give dates, amounts and what was agreed

D. THE DEMAND

I demand payment of the amount set out above within 14 days of the date on which you receive this letter. If the amount is not paid within that time, I intend to issue a summons against you in the Small Claims Court without further notice to you.

This letter was delivered

by hand

☐

by registered post

☐

Place

Date

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D D M M Y Y Y Y

Signature

Keep a copy of this letter and your proof of delivery — the registered post slip, or a signature acknowledging receipt. The clerk of the Small Claims Court will ask for it before issuing a summons. No lawyer may represent either side in the Small Claims Court.