

LETTER OF DEMAND

TO (name and address of defendant)

FROM (your name and address, as well as your contact telephone number)

DATE:

WRITTEN DEMAND IN TERMS OF S 29 (1) OF THE SMALL CLAIMS COURT ACT (61 OF 1984)

Take note that the undersigned hereby claims from you the sum of R – , in respect of (give brief details, such as “unpaid loan”, or “collision damage”)

Take note further that unless the said sum is paid to the undersigned within 14 days from receipt of this letter, summons will forthwith be issued against you.

Your signature