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521 Fifth Avenue, Suite 1700

New York, NY 10175

(212) 593-6111

\_\_ Mailing address

2280 Grand Avenue, Suite. 202

Baldwin, NY 11510

 (516) 887-1975

**X Mailing address**

Additional conference offices: Brooklyn, Queens, Bronx, Nassau, Suffolk, Westchester

www.greenbergmerola.com

**DEMAND LETTER INSTRUCTIONS**

Dear client:

We are going to prepare a demand letter for you. You should do the following:

1. On a piece of paper TYPE or VERY NEATLY write a BRIEF statement of what happened. It should be concise and in CHRONOLOGICAL order from oldest to newest. It should include all the important details.
2. Include your name and the name and address of who you want the letter sent to.
3. WE MUST BE ABLE TO READ WHAT YOU WRITE so it MUST be in a 12 pt. or bigger font with at least 1” margains.
4. At the end of your statement state what you want as compensation. For example, I want my $1,000 back, or I want my curtains fixed, or I want my car returned, etc.
5. DO NOT SEND ANYTHING OTHER THAN YOUR 1 PAGE STATEMENT OR YOU WILL BE CHARGED EXTRA (unless you were told otherwise).
6. If you were told to send anything else, like a contract, agreement, lease, etc. make sure you include ALL OF IT, and that it is legible. Also, if it is over 4 pages you must get approval from us first or you will be charged extra.
7. You will get to review the demand letter before we send it. It will take us a MINIMUM of two weeks to mail this to you from the time we RECEIVE this back.
8. If we do not receive this back within 3 weeks we will close your file. If you need more time, call us within 3 weeks.
9. The attached sample is what your letter to us should look like. THIS IS NOT GOING TO YOUR ADVERSARY. This is going to us so we can prepare a letter based on what you tell us.
10. When you have finished writing your statement MAIL IT TO THE BALDWIN ADDRESS.

**THIS IS A SAMPLE OF WHAT YOU (client) SHOULD SEND US**

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YOUR NAME

YOUR STREET ADDRESS

YOUR CITY, STATE, & ZIP

YOUR PHONE #

*Greenberg & Merola*

*2280 Grand Ave.*

*Ste. 2280*

*Baldwin, NY 11510*

*To Greenberg & Merola:*

*THIS IS WHERE YOU WRITE WHAT HAPPENEED IN CHRONOLOGICAL ORDER*

*------------*

*THEN WRITE 1-2 SENTENCES OF WHAT YOU WANT*

*------------*

*THEN WRITE*

*NAME & ADDRESS OF WHO GETS LETTER*

*I would like a demand letter prepared and here are the details.*

*On 1/11/16, I purchased a tv from ABC Co. for $1,000 and paid an extra $50 for delivery. They said they would call to schedule delivery.*

*On 1/14/16, I called them as they had not called me yet and they took a message.*

*On 1/16/16, I called them as they had not called me yet and they took a message.*

*On or about 1/17/16, I called them again and they said they’d deliver it on 1/19/16.*

*On 1/19/16, they delivered it but it was broke. They said they would send someone to look at it.*

*On 1/25/16, I called them as no one had called or come to look at it and they said they would call back.*

*A few days later, someone called me and said they’d come to see it but they never did.*

*---------------------------------------------------------------------------------------------------*

*I WANT MY $,1050 BACK.*

*---------------------------------------------------------------------------------------------------*

SEND LETTER TO ABC CO., 999 BACK ST., NY, NY 10011

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