

LETTER OF DEMAND – SIMPLE DEBT

SOLICITOR’S LETTER HEADING

AB,
5, Royal Street,
Benin City.

Dear Sir,

REPAYMENT OF ₦.....

We are Solicitors to CD (hereinafter called “Our Client”) of No. 10, Broad Street, Benin City.

We are informed that on or about the (month, year) you borrowed the sum of ₦ (amount in words) from our client and that you promised to repay the loan within two months. Our client says that she made it clear to you at the time that she had reserved the money for a transaction due to be performed within a short time. It is understood that you failed to repay the loan despite repeated demands.

By your default, you have caused much loss and inconvenience to our client. Our instruction is to recover this money from you forthwith. We hereby **DEMAND** that you pay up the said money to our chambers or to our client within **TWENTY-ONE DAYS** from the date of this letter.

TAKE NOTICE that unless you comply with this demand, we have the further instructions of our client to file an action against you in court. A stitch in time saves nine.

Yours faithfully,

Guru Guru Esq.
Solicitor