**Sample Legal Demand Letter**

**Your Street Name and Number, (Apartment #)**

**Your City and State, Zip Code**

**Month, Day, Year**

**Owner or President of Business**

**Name of Business**

**Street Address**

**Town, State, Zip Code**

**Dear Mr./Ms. Businessperson:**

 **I am writing to you under the provisions of Massachusetts General Laws, Chapter 93A, Section 9, the Consumer Protection Act. I am writing to request relief as outlined in that statute.**

 **On or about (date), the following unfair or deceptive act(s) or practice(s) occurred:**

 ***Describe the events as they occurred, including the conduct and time they happened. You may have more than one paragraph here, if you believe that there was more than one unfair or deceptive act that occurred at one time, or if there were multiple times that you were subjected to unfair or deceptive acts or practices.***

 **I believe that the(se) acts or practices are declared unlawful by Section 2 of Chapter 93A, which declares unfair methods of competition and unfair or deceptive acts or practices in the conduct of any trade or commerce unlawful. *If you are aware of the violation of a specific law or regulation, you will wish to quote the text of that law or regulation here, by saying that you believe the conduct is a violation of* [regulation or law number], *which provides: then quote the text you believe applies.***

 **I have suffered injury or loss of money or property (in the amount of), (or, as follows:) *Describe why you have been injured in this amount; if you have given the business an opportunity to fix poor repairs, for example, and they have not done so, put that information here.***

 **This letter serves as my request for the following relief: (relief or amount of damages you seek). Under the provisions of Section 9 Chapter 93A, I am providing you with the opportunity to make a written offer of settlement of this claim within 30 days. If you fail to make a good faith offer of settlement in response to this request, and I institute legal action, a court may award me double or triple damages, attorney’s fees and costs if the court finds in my favor.**

 **I may be reached at the address written above, or at (phone number) between the hours of: ( ). I look forward to hearing from you.**

**Sincerely,**

**(Signature)**