

March 9, 2017

Mr. David O'Rourke  
123 Wave Lane  
Santa Cruz CA, 95060

Re: Demand for Payment

Dear Mr. O'Rourke

Please be advised that you owe me the sum of \$1,058.00 because you charged me for replacing your water heater. I did nothing to damage it. I called you when it stopped working and a plumber came out and replaced it, saying at the time it was 40 years old and at the end of its life.

This will be your only chance to settle this matter before I file suit against you in Small Claims Court. Please contact me on or before March 19, 2017, for purposes of settling this matter. If I do not hear from you on or before March 19, 2017, I will file a lawsuit against you without further notice. It is in your best interest to settle this matter before a lawsuit is filed. If a judgment is obtained against you, it will negatively affect your ability to get credit, you will be ordered to pay court costs, and you will incur interest at a rate of 10% per annum.

Based on the foregoing, I expect payment in the amount of \$1,058.00 made payable to me, 345 Google Street, Mountain View CA, 94040 no later than March 19, 2017. I can be reached at: telephone: 650-967-5518. If you decide to ignore this demand for payment, I will further pursue all of its legal remedies without further notice to you. This letter serves as evidence that I have attempted to resolve this matter informally.

Sincerely,

Lily Duke  
345 Google Street  
Mountain View CA, 94040  
(Telephone: 650-967-5518)

cc: Legal Aid