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November 13, 2016

Jose Martinez Moving Company
 355 St. Nicholas Avenue,
 Queens, NY 11101

RE: Smith v. Jose Martinez Moving Company


Dear Mr. Martinez:

This morning, I met with my client, Sarah Smith, the plaintiff in the lawsuit against your Moving Company. Ms. Smith used your Moving Company to relocate her furniture to her new apartment. In the process of moving furniture, careless actions that amounted to negligence caused extensive damage to my client's, Ms. Smith's expensive furniture due to your driver forgot to lock the door. Thus causing the furniture to fall out and became damaged.

We are prepared to proceed with legal action. However, Ms. Smith expressed a desire to withdraw her complaint and settle with you, Mr. Martinez. The Smith's settlement demand is \$ 50,000, payable by certified check no later than December 14, 2016. We think that you will find this offer quite reasonable. After all, given the strength of the Smith's claim, a jury award exceeding \$200,000 is quite possible.

If you plan to take advantage of the Smith's settlement offer, please contact me by the close of business on Friday, November 20, 2016. If we do not hear from you by that date, we will assume that you have rejected our demand and we will proceed with litigation.

Very truly yours,


 Sally Santangelo, Esq.

Demand Letter Rubric

Prof. K. Coughlin

Name: _____

Score: 12 / 12

	Good	Passable	Poor	None
Content: Responds to assignment thoroughly and accurately.	(3)	2	1	0
Format: Follows appropriate format.	(3)	2	1	0
Tone: Adopts appropriate tone.	(3)	2	1	0
Mechanics: Proper grammar, spelling, and language; sufficient proofreading.	(3)	2	1	0

Excellent work!