



REPUBLIC OF SOUTH AFRICA

**NO.4— LETTER OF DEMAND IN TERMS OF S29(1)
OF THE SMALL CLAIMS COURTS ACT, 1984 (ACT NO. 61 OF 1984)**

FROM (*plaintiff to insert his or her details below*):

Name:
Surname:
Address:
E-mail:
Date:

TO (*insert details below*):

Name of person or entity:
Surname (*if applicable*):
Address:
E-mail (*where known*):

DEMAND

1. I, (name and surname of person making the demand) hereby claim the sum of R (amount claimed) from you OR.....
other, insert what you are claiming from the defendant) in respect of.....
..... (set out the facts upon which the claim is based, e.g. rent, contract, etc.) that arose on or about (insert date).

2. You are required within 14 (fourteen) days from the date of receipt of this demand, to pay or to settle the amount of R..... OR
(other, insert what you demand from the defendant).

If you fail to comply with this demand within the 14 (fourteen) days, I will institute action against you in the Small Claims Court to obtain a judgment for my claim against you.

.....
(Signature, mark or fingerprint here)

NOTE:

- (a) This letter of demand must be sent by registered post or delivered personally by you to the person you are sending the demand to.
- (b) If you have delivered the letter personally then your attention is drawn to rule 7(2) and (3) stated below:
- "(2) The plaintiff must prove by means of an affidavit or by a registered post receipt that the letter of demand referred to in section 29 (1) of the Act has been delivered to the defendant.
- (3) The plaintiff may use Form 5 in Annexure 1 for the affidavit referred to in subrule (2)."