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Demand Letter for Debt Recovery

A legally solid demand letter increases the chances of payment — and prepares your case for court. Use this quick checklist to position your claim correctly.

Here is a **checklist** to make sure that you are good to go!

We've also included a sample demand letter on our website's resource page that you can edit to fit your needs



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BEFORE YOU SEND THE DEMAND LETTER

- 1. Confirm debtor's correct legal name, ID/PIN and physical address.**
- 2. Match outstanding balance to signed contract or invoice trail.**
- 3. Gather proof: delivery notes, statements, emails and receipts.**
- 4. Check debt is still enforceable under limitation (usually 6 years).**
- 5. State amount owed, deadline and consequences in clear language.**



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WRITING, SERVING AND FOLLOW UP

- 1. Attach exhibits and label clearly
(Exhibit A, B, C etc.).**
- 2. Send via Email and WhatsApp; save
sent receipts and screenshots.**
- 3. Use Registered Post/courier and keep
delivery documents safe.**
- 4. Engage a licensed process server for
legal proof of service.**
- 5. If unpaid after deadline, escalate
immediately via court or garnishee
action.**



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CONCLUSION

**Prepared demands recover faster —
and stand stronger in court.**

***Need help drafting or escalating
your demand? Contact us today!***

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