

Chinese Supplier Demand Letter Checklist

Use this checklist before asking for a Chinese supplier demand letter or evidence review. It helps organize facts, supplier identity, payment records, WeChat or email evidence, and the realistic next step. It does not replace legal advice.

1. Counterparty identity - Registered Chinese legal company name - Business license or Unified Social Credit Code - English trading name, platform profile, website, and sales contact - Bank account holder, recipient details, and payment route - Recent proof the supplier is still operating	3. Communications and evidence - WeChat, WhatsApp, email, or platform message exports - Sample approval, drawing, specification, or quality confirmation - Refund, replacement, discount, or repayment promise - Inspection photos, videos, reports, or shipping records - Short timeline of events with dates and documents
2. Transaction and payment - Invoice, pro forma invoice, or commercial invoice - Purchase order, contract, quotation, or order confirmation - Payment record showing amount, date, currency, and recipient - Clear delivery date, production schedule, or shipment promise - Dispute amount and currency you will demand	4. Demand letter readiness - Correct recipient, legal entity, and delivery channel - Specific demand: refund, shipment, replacement, repair, or release of goods - Reasonable response deadline and proof of delivery plan - Court, arbitration, governing law, or preservation clause - Next step if the supplier ignores the letter

Attorney profile

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Service entry

Run the online checklist: <https://kellyzhanglaw.com/en/tools/china-supplier-demand-letter-checklist>

Demand letter service: <https://kellyzhanglaw.com/en/services/china-demand-letter-lawyer>

Informational checklist only. It is not legal advice and does not create an attorney-client relationship.