

TEMPLATE OF A DEMAND LETTER

Indicate the **date** when the letter was sent.

August 19, 2023

Provide the **name and contact information** of the person that the letter is addressed to.

Samantha Brève
123 Des Bouchers Street
Windsor (Ontario)
N9A 4K0

Include the **subject of the letter** so that the person knows what to expect.

Subject: Demand Letter

Start your letter with **salutations**.

Dear Ms. Brève,

I have lived in Windsor for five years at 123 Des Bouchers Street, in the house next to yours. I had a tree in my backyard, but the branches extended onto your property. On or about June 13, 2023, you asked me to cut the branches that extended onto your property. I responded that I would arrange for it to be done when I had the time. On June 20, 2023, I came home and noticed that you and your sister, Jessica Brève, had cut all the branches of the tree, even the ones that crossed over to my property. I had to call an arborist from Arborist Inc. to assess the damage. I was advised that the tree has been completely destroyed and needs to be replaced.

Ask for a settlement by explaining what you want and why you believe you are entitled to it. Don't forget to tell the person how you want them to address your demand.

I am asking you to compensate me for my tree from which you have cut off all the branches as well as for the cost of the arborist's consultation. You may do so by paying **within 15 days** \$1,650 by Interac e-Transfer or certified cheque in my name.

If you do not make the payment within the prescribed time, I will take you to Small Claims Court to claim compensation.

End your letter with a **signature**.

Yours truly,

Vanessa Ven

Provide **your contact information** so that the person can reach you. Then, **sign the letter** to prove that you are the author

Vanessa Ven
123 Des Bouchers Street
Windsor (Ontario), N9A 4K0
Phone: 613-555-1265
Email: van@email.com

If you have sent a copy of the letter to someone else, indicate the name and mark it with **"c.c." (true copy)**.

c.c. Ms. Jessica Brève

Encl. invoice #1 from Arborist inc., photos of the damaged tree

WITHOUT PREJUDICE

By registered mail and by e-mail to sambrève@email.com

Indicate **"Without Prejudice"**. This allows you to communicate freely and openly about your case without worrying that you will be limited by what has been said or offered in the letter.

Indicate **how you sent the letter** (i.e. mail, registered mail, bailiff, email).

Contextualize the situation by explaining your problem. Be sure to explain the most important facts and indicate the dates of the events.

Set a reasonable amount of time to resolve the issue. Give enough time for the person to respond to your demand or to resolve the issue.

Explain what you plan to do if the other person does not respond to your demand. You normally indicate that you will bring the matter to court. However, note that this doesn't obligate you to sue; the choice is yours. You can also let them know that you are open to any offers.

If you want to attach relevant documentations the letter, indicate it with the **word "Encl" (enclosed)**.