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| WITHOUT PREJUDICE  By registered mail  Ottawa, September 19, 2016  Samantha Breve  123 des Bouchers Street  Windsor ON N9A 4K0  **RE: DEMAND LETTER**  Madam:  I, Vanessa Ven, have been living at 125 des Bouchers Street in Windsor for 5 years. Some of the branches on a tree in my back yard were overhanging on your property. On or about June 13, 2016, you asked me to trim the overhanging branches. I responded that I would look after this when I had the time. On June 20, 2016, I came home to find that you had cut all the tree’s branches, including those that were confined to my property. My tree is now destroyed.  I am asking you to reimburse me for the cost of tree. This letter constitutes formal notice to pay me the sum of $650, either by cash or by certified cheque in my name. You have 15 days to pay me the sum of $650.  If I have not received payment in 15 days, I will take legal action against you in court.  Yours truly,  *Vanessa Venf*  Vanessa Ven  125 des Bouchers Street  Windsor, ON N9A 4K0  Telephone: 613-552-1265  Email: [*Van@yahoo.com*](mailto:Van@yahoo.com)  c.c.: Ms. Jessica Ven  Encl.: Photographs of the destroyed tree |
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Include the **heading “WITHOUT PREJDUICE”**. It allows you to make your statements freely and openly without your demand being restricted to them in the future.

Indicate the **date** the letter was sent and the **location** from which it was sent.

Write the **name and address** of the person the demand letter is addressed to.

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

**9.** Les autres personnes à qui vous envoyez une copie de la lettre

Indicate the **subject of the letter**.

Indicate whether you have attached relevant documents to the letter using the **enclosure notation (Encl.:)**.

If you sent a copy of the letter to someone else, indicate their name with a **carbon copy notation (c.c.:)**.

Write **your contact information** so that the person can reach you. Then, **sign the letter** to prove that you wrote it.

Finish with a **complimentary close**.

Begin with a **salutation or greeting**.

**Explain what you intend to do if the person does not respond to your demand**.Normally, the next step is to take legal action in court. However, this does not mean you must sue; it is up to you to decide.

**Allow for a reasonable amount of time to resolve the issue** to give the person enough time to respond to your demand.

**Explain your demand**. What do you want and why do you feel entitled to it? Remember to specify how you want the person to act in response to your demand.

Contextualize the situation by **explaining your problem**. Make sure to describe the most important facts and indicate the dates these events took place.