# Demand letter template

This template is for anyone who needs to send a formal demand letter. A demand letter is a document that seeks to resolve a dispute over one party’s obligation to another. Ideally, a demand letter will resolve a dispute without going to court.

To learn more about when and how to write a demand letter, visit <https://www.squareone.ca/resource-centres/template/demand-letter>.

How to use this template:

1. On the template letter, edit each highlighted section as appropriate for your situation—the existing highlighted text is just an example. You can remove some highlighted sections entirely if they don’t apply to your situation.
2. Once updated, remove the highlight formatting.
3. When you’re finished, delete this first page so only the letter remains.
4. If sending a physical copy, print the letter out, filling in your name and signature as appropriate.
5. Deliver the letter via registered mail, email, or another method that allows you to prove the other party received it.

**January 1, 2022**

WITHOUT PREJUDICE

**John Recipient  
111-100 Street   
Toronto, ON V1V 1V1**

**Sir**:

**Subject: Formal notice**

I am writing to inform you that I am requesting **$1,000** from you within **15** days for the following reasons:

1. **You signed an agreement that I would receive $1,000 from you for repainting your house, payable upon completion.**
2. **I completed the repainting 14 days prior to the sending of this notice.**

This letter constitutes formal notice. Otherwise, I may take legal action against you immediately and without further notice.

I hereby inform you that I will consider any proposal for mediation or negotiation before referring this case to the courts. I will not proceed with legal action if **$1,000** is made payable to me by **January 15, 2022**. If you have any questions or comments, you can reach me at **416-555-5555** or **myemail@email.com**.

Please act accordingly.

Regards,

**[Signature]**

**Jane Sender  
101 Example Street   
Toronto, ON V1V 1V1**