



DEMAND LETTER

Unpaid Debt / Small Claims · Fill in all blanks before sending

SENDER (YOU)

FULL NAME

STREET ADDRESS

CITY

PROVINCE

POSTAL CODE

EMAIL

DATE OF THIS LETTER

RECIPIENT (PERSON / COMPANY YOU ARE WRITING TO)

FULL NAME OR COMPANY NAME

STREET ADDRESS

CITY

PROVINCE

POSTAL CODE

CLAIM DETAILS

AMOUNT OWED (CAD \$)

PAYMENT DEADLINE

REASON / DESCRIPTION OF THE DEBT:

FORMAL NOTICE

This letter serves as formal notice that you owe me the amount indicated above.

If payment in full is not received by the deadline shown above, I intend to file a claim against you in Small Claims Court without further notice. You will also be responsible for court filing fees and any additional costs incurred in collecting this debt.

SENDER SIGNATURE

SIGNATURE

DATE

PRINTED NAME