

**EXAMPLE**

January 7th, 2021

George Smith  
123 Address Lane  
Richmond, BC V58 3B7

## **Demand Letter Without Prejudice**

Dear Mr. Smith,

On October 19th, 2020, you hired me to complete the renovation of your upstairs bathroom. I completed the renovations on December 5th, 2020 and sent you the invoice for \$14,000. To date, you have not paid the invoice. You have not responded to my repeated requests for payment. Please pay the invoice in full (\$14,000) by January 20th, 2021. You can e-transfer the amount to [jack.jones@company.ca](mailto:jack.jones@company.ca). If you do not pay the invoice in full by January 20th, 2021 I will take legal action for the full amount as well as disbursements, fees, and interest and file a lawsuit against you with the Small Claims Court without further notice.

I look forward to hearing from you soon.

Sincerely,

Jack Jones  
The Reno Company