



Motor Dealer Customer Compensation Fund Demand Letter to Motor Dealer

Checklist (please turn to the next page for the actual form; checklist is provided to assist you in filing your Demand Letter and does not need to be returned with completed form)

Demand Letter to Motor Dealer **must be completed by all applicants**

If the motor dealer is **in business**

- I completed a Demand Letter to Motor Dealer
- I made a copy of the completed Demand Letter for my records
NOTE: You will need it if you will be filing a Claim Application
- I sent the original Demand Letter to the motor dealer by registered mail or hand delivered it.
- I kept a copy of the proof of delivery of the Demand Letter to the motor dealer (registered mail receipt or a record of the date and time of hand delivery)
NOTE: You will need it if you will be filing a Claim Application

A motor dealer has **30 days** from the date of the Demand Letter to honour your demand.

If your dispute with the motor dealer remains unresolved after the expiration of this waiting period, you may file the Claim Application.

If the motor dealer is **NOT in business**

- I completed the Demand Letter to Motor Dealer and attached it to Section 3 of my Claim Application
NOTE: You are not required to send it to the motor dealer.



Motor Dealer Customer Compensation Fund Demand Letter to Motor Dealer

Date: _____

Motor Dealer's Name: _____

Motor Dealer's Address: _____

To: Dealer Principal / General Manager

This Demand Letter is sent in compliance with Section 6 of the *Motor Dealer Customer Compensation Fund Regulation* providing you with **30 days** from the date of this Demand Letter to honour this demand.

DEMAND:

This is final demand for \$ _____ with respect to our transaction regarding
_____, VIN # _____
year / make/ model of the vehicle _____ if available

Please be advised that if this demand is not met, I/we will file a claim for compensation to the Motor Dealer Customer Compensation Fund.

THIS DEMAND IS BASED ON THE FOLLOWING:

MY / OUR CONTACT INFORMATION:

Home Phone _____ Business Phone _____ Cell Phone _____

Mailing address _____

Yours truly,

First Name: _____ Last Name: _____ Signature: _____

First Name: _____ Last Name: _____ Signature: _____

IMPORTANT:

1. MAKE a copy for your records.

2. If motor dealer is in business, send the original Demand Letter to the Motor Dealer by registered mail hand deliver. Keep registered mail receipt.

3. If the motor dealer is not in business, attach the original Demand Letter to your Claim Application.