

Demand Letter To Dealer



**Motor Vehicle
Dealers
Compensation Fund**

DEALER INFORMATION:

Date (YYYY/MM/DD)

Dealer Name

Dealer Address

DEMAND LETTER:

To: Dealer Principal/General Manager

This demand letter is sent in compliance with Section 79(1)(e) of the **Motor Vehicle Dealers Act, 2002** and Section 12(1) of Regulation 801 to the **Motor Vehicle Dealers Act** providing you with 30 days from the date of this demand letter to honour this demand.

This formal demand letter is a final request to resolve my/our complaint for the value of \$ _____
Amount

with respect to _____
Year/Make/Model of Vehicle VIN

Please be advised that should this complaint remain unresolved, I/we will file a claim for compensation from the Motor Vehicle Dealers Compensation Fund.

THIS COMPLAINT IS BASED ON THE FOLLOWING:

(Fill in details below, attaching additional sheets if necessary.)

MY/OUR CONTACT INFORMATION:

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Mailing Address

Email Address

Fax

Yours truly,

Signature

Name *(please print)*

Signature

Name *(please print)*

IMPORTANT:

1. **Make a copy** for your records.
2. **Send by registered mail or courier** (you'll need proof of service) to the last known business address of the dealership
OR hand-deliver with receipt.