

**Provincial Court of Saskatchewan - Judicial Centre of Saskatoon**  
*The Small Claims Act*

**Sample Demand Letter Motor Vehicle Collision**

Jane Doe  
123 Any St.  
Esteran, SK  
S7J 2R5

February 9, 20\_\_

Bob Smith  
27 Pine Tree Ave.  
Esteran, SK  
S7K 3M2

Dear Mr. Smith,

Re: Traffic Accident on (date) at (time), at (location of accident)  
Between: (your name), registered owner of (make, colour & plate no. of vehicle damaged), and  
(name of registered owner of other vehicle), owner of (make, colour & plate no. of other  
vehicle)

This letter will serve to notify you of my intention to begin court proceedings, making a traffic accident claim against you as the registered owner of the vehicle that collided with my vehicle.

(Briefly describe the accident)

I am asking that you accept total liability for this traffic accident.

If you do not respond in writing, accepting total responsibility within 14 days of the date of this letter, I intend to begin an action in Small Claims Court against you in which I will ask the Court to determine responsibility for the accident.

Yours truly,

Jane Doe  
Phone # 306-000-0000