

Letter of demand

Select date

[your business name]

[business address]

[contact details]

[other party's name]

[other party's address]

Dear [name],

I am writing in relation to the amount of $\$[enter amount 'including GST']$. According to my records this was due to be paid by you on *select date* and remains outstanding. My requests for payment are listed below.

The amount relates to *[describe services]* provided to you at your request, on *select date*.

Please find enclosed a dated copy of the invoice and note that it specifies *[describe payment terms and instructions]*. I have also enclosed the following documents:

1. [name of document]
2. [name of document]

[List and enclose previous requests for payment and any other relevant documents that support your claim for the amount owing.]

Please be advised that I demand payment of the invoiced amount plus an amount of $\$[amount]$ for late payment interest as agreed in our contract dated on *select date* within seven days of the date of this letter.

Payment should be made by *[describe how you'd like to be paid, including any bank details]*.

If payment is not received within seven days of the date of this letter I reserve the right to take further action to recover the money without further notice to you.

Yours sincerely,

[signature]

[your name and title]