**INSTRUCTIONS FOR USING THIS TEMPLATE — LETTER OF DEMAND**

* Replace the highlighted text with your information
* Remove the yellow highlighting
* Copy the letter into your own letterhead (if you have one) or into an email
* Delete these instructions

Your name and ABN  
Your address – first line  
Your suburb or city  
Your state and postcode   
Your email address

**Date**

Name of contact person  
Business name and ABN  
Business address – first line  
Business address – suburb or city  
Business address – state and postcode  
Business email address

**Sent by:** How you are sending it? E.g. by email, registered post etc

Dear Contact person’s name

**LETTER OF DEMAND FOR OUTSTANDING AMOUNT**

I am writing to formally demand payment of **outstanding amount by due date**. You might say 7 days, 14 days or 21 days from the date of the letter. Make the timeframe reasonable.

The amount relates to the following work completed under our agreement dated date of original contract or agreement:

**Description:** Describe the work or services to be paid – write it as it appears in your contract or written agreement, if you have one*.*

**Invoice number:** Invoice number

**Work completed on:** Date the work was completed

I have already made the following multiple attempts to seek payment:

* Date of attempt to seek payment — Briefly describe the attempt (e.g. phone call reminder, invoice reminder, overdue notice, final payment notice, etc.)
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* Add more if needed

I am taking this formal step because the overdue amount remains unpaid.

For your records I attach:

* a copy of our original agreement
* a copy of my invoice
* records of earlier correspondence in relation to seeking payment for the amount owing.

*Attach copies of these items listed above.*

**How to make payment**

*Insert payment details. Eg. bank account details, and any reference information such as name and invoice number.*

**If payment not made by due date**

If payment is not received by due date, I will consider further action.

This may include legal proceedings against Business name for recovery of the outstanding amount plus interest and associated costs.

This letter may be used as evidence of my attempts to resolve the matter prior to commencing any legal proceedings.

If you would like to discuss this matter, please contact me as soon as possible on your contact details. e.g. phone number, email address.

Yours sincerely

Your name  
Your role at the business (if relevant)  
Your business name