

[Full legal name:]
[Creditor's Address for Service:]
T: [What is the person signing's phone number?]
E: [What is the person signing's email address?]

Your ref: 12345

15 September 2023

[Firm name:]
[Recipient's address:]

Dear Practitioners

Letter of demand — Amount owing under the [Name of the agreement under which the debt is owed:] dated 5 September 2023 between [Full legal name:] and [Debtor's full legal name:] (Agreement)

1 Background

- 1.1 This is a formal letter of demand for payment.
- 1.2 It is understood that you act for [Debtor's full legal name:].
- 1.3 We performed services for your client. The services were provided pursuant to the Agreement.
- 1.4 On account of the services performed, we have issued invoice # [Invoice number:] on 5 September 2023 for the amount of \$5,000.00 inclusive of GST to your client.
- 1.5 As a result of the non-payment of that invoice, your client is indebted to us in the total amount of \$5,000.00 inclusive of GST (*Amount Owing*).

2 Demand

- 2.1 We demand that your client make payment to us for the Amount Owing on or before 5 PM (local time in New South Wales) on **22 September 2023** (*Due Date*).
- 2.2 Payment may be made to the following bank account:

Bank: [Bank:]
Account name: [Account name:]
BSB: [BSB:]
Account no: [Account number:]
Reference: [Reference:]

3 Consequences of non-payment

- 3.1 If payment is not received on or before the Due Date, we reserve the right to initiate legal proceedings without further delay or notice to you. Should proceedings or any action be

commenced such costs and orders for the payment of interest will be sought to be paid by your client.

3.2 We also reserve all of our other rights and remedies in respect to this matter.

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If you have any queries in respect of the above, please don't hesitate to contact us.

Yours faithfully

[Person signing:]

[Position of the person signing:]