

FINAL DEMAND LETTER

To: _____

From: _____

Subject: Final Demand for Payment

Dear Sir/Madam, This letter serves as a final formal demand for immediate payment of the outstanding amount owed to us. Despite previous correspondence and reminders, the debt remains unpaid. Please be advised that this demand is issued pursuant to the applicable laws of Australia and is intended to preserve all of our legal rights and remedies.

Details of Debt:

Amount Owed: _____

Invoice Number(s): _____

Description of Goods/Services: _____

Due Date(s): _____

You are hereby required to pay the full outstanding amount within seven (7) days of receipt of this letter. Failure to comply with this demand will compel us to initiate appropriate legal proceedings without further notice, which may result in additional costs, interest, and legal fees being sought against you.

Consequences of Non-Payment:

If payment is not received within the stipulated timeframe, we reserve the right to commence recovery actions, which may include, but are not limited to, debt collection procedures, court action, and enforcement of any judgment obtained.

Payment Instructions:

Please remit the total outstanding amount to the following account:

Bank Name: _____

Account Name: _____

BSB / Branch Number: _____

Account Number: _____

Reference: _____

Please treat this matter with urgency to avoid escalation. If you have already sent payment or believe you have received this letter in error, please contact us immediately to discuss.

Yours faithfully,

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