

LETTER OF DEMAND

From: _____
Address: _____
Phone / Email: _____

To: _____
Recipient Address: _____
Phone / Email: _____

Subject:

Demand for payment of outstanding amount owed under contract/agreement for goods and/or services provided. This is a formal demand pursuant to applicable Queensland legislation and common law.

1. Parties

This Letter of Demand is issued by the Creditor to the Debtor named above. The Creditor demands immediate payment of the outstanding amount detailed herein. The parties are legally bound by the original contractual agreement under which the debt arose.

2. Details of Debt

The total outstanding amount is \$_____ (AUD), relating to goods and/or services provided pursuant to the agreement between the parties. A detailed statement of account is attached or referenced separately.

3. Payment Due

Payment of the full outstanding amount is demanded immediately upon receipt of this Letter of Demand. Failure to comply may result in legal action without further notice to recover the debt, including costs and interest as permitted by law.

4. Interest and Costs

Interest on the outstanding amount will accrue at the rate permitted under the Penalty Interest Rates Act 1983 (Qld), or as per the contract, until full payment is received. The Debtor is liable for any reasonable costs incurred by the Creditor in recovering this debt, including legal fees and enforcement costs.

5. Governing Law

This demand is made under and subject to the laws of the State of Queensland, Australia. The courts of Queensland shall have exclusive jurisdiction over any dispute arising from this matter.

6. Consequences of Non-payment

If the outstanding amount is not paid within seven (7) days of receipt of this Letter of Demand, the Creditor reserves the right to commence legal proceedings. This may include obtaining a judgment debt, enforcement action, and reporting to credit agencies.

7. Reservation of Rights

Nothing contained in this Letter of Demand shall be construed as a waiver of any rights or remedies available to the Creditor at law or equity, all of which are expressly reserved.

8. Contact for Payment

All payments and correspondence regarding this matter should be addressed to the Creditor at the contact details above. Please quote the reference number _____ on all communications.

9. Request for Response

The Debtor is requested to acknowledge receipt of this Letter of Demand and confirm intentions to pay or dispute the debt within the seven (7) day period.

10. Privacy and Personal Information

The Creditor confirms that any personal information collected and processed in relation to this debt recovery complies with the Privacy Act 1988 (Cth) and applicable Queensland privacy laws.

11. Final Notice

This Letter of Demand constitutes a final notice before legal action is initiated. The Creditor urges the Debtor to treat this matter with utmost urgency.

CREDITOR'S SIGNATURE

DEBTOR'S SIGNATURE

Signature: _____

Signature: _____

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