

LETTER OF DEMAND

To: _____

From: _____

Subject: Demand for Payment

Dear Sir/Madam, This letter serves as a formal demand for payment regarding the outstanding amount owed to me/us, which remains unpaid despite previous requests. This letter is provided pursuant to the laws of Australia and serves as a final notice before initiating legal proceedings to recover the debt.

Details of the Debt:

Description of Goods/Services Provided: _____ Amount Owed:

\$_____. Invoice Number(s):

_____. Date(s) of Supply:

_____.

Demand for Payment:

You are hereby demanded to pay the full outstanding amount of \$_____ within seven (7) days from the date of receipt of this Letter of Demand. Failure to make payment within this period will compel me/us to commence appropriate legal actions to recover the debt, including but not limited to filing a claim in court.

Consequences of Non-Payment:

If payment is not received within the stipulated timeframe, I/we reserve the right to pursue all remedies available under Australian law, which may include recovery of the principal amount, interest, legal costs, and any other damages incurred as a result of non-payment.

Interest and Costs:

Interest on the overdue amount will be charged at the maximum rate permitted by the applicable legislation. You will also be liable for all legal costs and expenses incurred in recovering this debt on an indemnity basis.

Contact Information:

Please contact me/us immediately to discuss this matter or to arrange payment. Failure to respond will leave me/us no alternative but to take further action.

Name: _____ Address:

_____ Phone:

_____ Email:

Yours faithfully,

Sender's Signature

Signature: _____

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