

*{todays Date}*

*{name of the debtor}*  
*{address of the debtor}*

**URGENT**

**By Post & Email:** *{debtor email address}*

Dear Sir/Madam,

**RE: Letter of Demand to** *{name of the debtor}*

We refer to the above matter and demand that you pay the outstanding sum of \$*{amount of debt}* ("**the Debt**"), for unpaid invoice number **###** for *{type of goods or services provided}*.

**To avoid further action**, we demand payment of the full amount be deposited into *{its/his/her}* bank account within seven (7) days from the date of this letter, details of which are as follows:

*{your bank account details}*

If you wish to make payment by credit card or some other method then please contact *{name of creditor}* on *{telephone of creditor}*.

If payment of the Debt is not made within 7 days of the date of this letter, then we will instruct our solicitor to commence proceedings against you for recovery of the Debt without further notice. If we are forced to commence legal proceedings, court filing fees, legal costs and interest will all be added to the Debt.

*{If a Company Debtor}*

If we commence proceedings you should be aware that there are a number of ways to enforce a judgment against a company, including serving it with a statutory demand and forcing the company into liquidation, where all of the assets may be frozen and liquidated to satisfy its creditors. We trust that this action will not be necessary.

*{If a Personal Debtor}*

If we commence proceedings you should be aware that there are a number of ways to enforce a judgment against an individual, including forcing the individual into bankruptcy, where all of your assets may be frozen and liquidated to satisfy your creditors, or issue a warrant for seizure and sale of property (including real property). We trust that this action will not be necessary.

If you have any difficulties in making payment of the Debt, or have attended to payment already, please contact us immediately to provide details.

Should you have any other queries please do not hesitate to contact us.

We trust that further action will not be necessary.

Yours Faithfully