

LETTER OF DEMAND

To: _____

Address: _____

From:

Name: _____

Address: _____

Contact Information: _____

Subject:

Demand for Payment of Outstanding Debt

Dear Sir/Madam,

We act on behalf of the undersigned creditor (the “Creditor”). This letter serves as a formal demand for payment of the outstanding amount owed by you to the Creditor. We hereby demand that you pay the total outstanding sum in full immediately.

Details of Debt:

Amount Owed (AUD): _____ AUD

Invoice/Reference Number: _____

Description of Goods/Services: _____

Despite previous reminders and requests for payment, the amount remains outstanding. Failure to pay this debt will leave us, and our client, with no alternative but to commence legal proceedings to recover the debt without further notice.

Please be advised that under Australian law, interest may accrue on the outstanding amount at the applicable statutory rate, and all costs associated with debt recovery, including legal fees and expenses, may be sought in addition to the principal amount owed.

Payment Instructions:

Please make payment by direct deposit, cheque, or any agreed payment method to the following account or contact us to arrange payment:

Account Name: _____

BSB Number: _____

Account Number: _____

If you have any questions or believe this demand has been sent in error, please contact us immediately to discuss. We urge you to treat this matter with urgency to avoid further action.

Legal Consequences:

Failure to comply with this demand may result in the commencement of legal proceedings without further notice. A judgment obtained against you may affect your credit rating and may lead to enforcement actions including garnishment, property seizure, or insolvency proceedings.

Yours faithfully,

Creditor's Signature

Recipient's Acknowledgement

Signature: _____

Signature: _____

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