

LETTER OF DEMAND

To: _____

From: _____

Subject:

Demand for Payment of Outstanding Debt

Dear Sir/Madam,

This letter serves as a formal demand for payment of the outstanding amount owed by you to the undersigned. Despite previous reminders, the debt remains unpaid. You are hereby requested to pay the full amount immediately to avoid further action.

Details of Debt:

Amount Owed: AUD _____

Invoice Number / Reference: _____

Description of Goods/Services: _____

Date of Supply / Invoice: _____

Due Date: _____

Legal Basis for Demand:

Under the laws of New South Wales, including but not limited to the Civil Procedure Act 2005 (NSW) and the Building and Construction Industry Security of Payment Act 1999 (NSW) where applicable, you are obligated to settle the outstanding debt. Failure to do so may result in legal proceedings to recover the amount owed, along with applicable interest, costs, and other relief.

Payment Instructions:

Please remit payment by one of the following methods:

- Bank Transfer: Account Name _____, BSB _____, Account Number _____
- Cheque: Payable to _____
- Other arrangements may be agreed upon by contacting the undersigned.

Consequences of Non-Payment:

If payment is not received within 14 days of receipt of this letter, the undersigned reserves the right to commence legal proceedings without further notice. This may include applying to the courts for a judgment and enforcement action, which could increase the amount payable due to additional costs and interest.

Reservation of Rights:

Nothing in this letter is intended to waive any rights or remedies available to the undersigned under law or equity. The undersigned expressly reserves all such rights.

Contact Information:

Please contact the undersigned immediately to discuss payment or any disputes relating to this debt.

Name: _____

Phone: _____

Email: _____

Yours faithfully,

Creditor Signature

Debtor Signature

Signature: _____

Signature: _____

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