

LETTER OF DEMAND (VICTORIA)

To: _____

From: _____

Subject: Demand for Payment

Dear Sir/Madam, This letter serves as a formal demand for payment of the outstanding amount detailed below. Despite previous requests, the amount remains unpaid. Unless payment is received within the stipulated timeframe, we will have no option but to commence legal proceedings without further notice.

Details of Debt:

Amount Owing (AUD): _____

Invoice/Reference Number: _____

Description of Goods/Services: _____

Due Date for Payment: _____

Consequences of Non-Payment:

If payment is not received within 14 days from the date of this letter, we reserve the right to take any or all of the following actions without further notice: - Initiate legal proceedings to recover the debt plus any interest, legal costs, and associated expenses. - Report the debt to a credit reporting agency. - Engage debt collection agencies to recover the overdue amount.

Payment Instructions:

Please make payment via one of the following methods: - Bank Transfer: Account Name: _____, BSB: _____, Account Number: _____ - Cheque: Payable to _____ and sent to _____ - Other (please specify): _____

_____ If you have already made payment, please disregard this letter.

Contact Information:

For any queries or to discuss this matter, please contact: Name: _____ Phone: _____

_____ Email: _____

Yours faithfully, _____ Name: Position: Company (if applicable):

Sender's Signature

Recipient's Signature

Signature: _____

Signature: _____

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