# **Letter of demand**

[date]

[your business name, address and contact details]

[other party’s name and business address]

Dear [name of other party]

I am writing in relation to the amount of $[amount 'including GST']. According to my records this was due to be paid by you on [date] and remains outstanding. My requests for payment are listed below.

The amount relates to [description of services] provided to you at your request, on [date].

Please find enclosed a dated copy of the invoice and note that it specifies [describe payment terms and instructions]. I have also enclosed the following documents:

1.  [name of document]

2.  [name of document]

[Documents may include previous requests for payment. List and enclose any other relevant documents that support your claim for the amount owing].

Please be advised that I demand payment of the invoiced amount [plus an amount of ${amount} for late payment interest as agreed in our contract dated {date}] within seven days of the date of this letter.

Payment should be made by [describe how you would like to receive payment i.e. bank account for deposit or address for cheque to be posted].

If payment is not received within seven days of the date of this letter I reserve the right to take further action to recover the monies without further notice to you.

Yours sincerely

[signature]

[your name and title]