

[HEAED PAPER OF CREDITOR]

[Date]

[Name]

[Company]

[Address]

Dear [INSERT NAME],

Letter of Demand ("LOD")

INTRODUCTION

I am writing in relation to [CONTRACT TYPE] dated [DATE] entered into by [DEBTOR] and [CREDITOR] (the "Agreement").

In accordance with the terms of the Agreement, [DEBTOR] owes [CREDITOR] the amount of [TOTAL AMOUNT] (the "Debt").

The Debt relates to [DESCRIPTION OF SERVICES/GOODS] provided to you at your request, on [DATE].

According to our records the Debt was due to be paid on [DATE] and remains outstanding.

DEMAND

This is a formal demand payment of the Debt.

Payment should be made by [DATE] by way of [Transfer to [BANK ACCOUNT] / [CHEQUE to be posted to ADDRESS].

SUPPORTING DOCUMENTS

For your ease of reference enclosed here are:

1. [a copy of the invoice to which the Debt relates]
2. [a copy the contract to which the Debt relates]
3. [a copy of the work order to which the Debt relates]
4. [name of document]
5. [name of document]

FURTHER INFORMATION

[Please be advised that in accordance with the Agreement, as the payment of the Debt is now late, late payment interest is currently accruing and will continue to accrue until full and final payment has been received.]

If payment is not received by [DATE] I reserve the right to take legal action to recover the monies owed by [DEBTOR] without further notice to you.

Please do not hesitate to contact me on [TELEPHONE] / [EMAIL] should you wish to discuss this LOD and/or require any further information.

Yours sincerely

[signature]

Name: [NAME]

Position: [POSITION]

[CREDITOR]

SAMPLE