

INDIVIDUAL/COMPANY LINE
ADDRESS
SUBURB STATE POSTCODE

By email only: #####@gmail.com

Dear [insert name of debtor],

RE: PAYMENT OF INVOICE 1234

1. I am writing this letter to demand payment of invoice ##### sent to you via [email/mail] on [date / month / year].
2. Please refer to the **attached** invoice, noting an outstanding payment of \$####.
3. On # date 20## and # date 20##, reminders were sent to you via [email/mail] requesting payment of the outstanding invoice. No payment has been made towards the invoice to date.
4. This is a final warning to make payment of the outstanding amount of \$##### **within 7 days of the date of this letter** to the following bank account:

BANK
BSB: 123 – 456
ACC: 1234 5678
REF: INV1234

5. If you fail to make payment of the invoice in full by [#####], I will instruct my solicitors to commence legal proceedings against you without further notice, the legal costs of which I will seek to recover from you.
6. I reserve my rights in all respects and will rely on this correspondence on any question of costs.

Regards,

XXX