Dear

**RE: Letter of demand – unpaid invoice**

I refer to our previous attempts to contact you on [X] and [X] regarding payment of the attached invoice.

To date the invoice remains unpaid and the debt outstanding.

Accordingly I advise that if payment in the sum of [X] is not received by this office within seven days of the date of this letter, we will refer this matter to the Victorian Small Business Commissioner.

Yours Sincerely