<INSERT NAME>

<INSERT ADDRESS>

<DATE>

Dear <Title> <Name>,

**LETTER OF DEMAND – OUTSTANDING PAYMENT**

I am writing to demand payment of $<AMOUNT OUTSTANDING> regarding invoice No.<xx>.  I enclose a copy of this invoice <number> of <date> for <goods/services>.

I demand full payment the amount owing by <time> on <date- usually 14 days from date of this letter>.

**<OPTIONAL>** Alternatively, I am prepared to settle this matter if you pay the amount owing in <weekly/monthly> instalments of <$$> until paid in full. The first instalment is to be paid on <date-within 7 days of the date of this letter>

If payment of the amount owing, or a repayment plan is not entered into by the above dates, I may make an application for referral of a dispute to the Victorian Small Business Commission.

Further, in the event you do not provide a satisfactory response to this letter of demand, I may commence legal proceedings against you without further notice to recover the amount owing. This may result in you being required to pay legal costs and interest in addition to payment of the amount owing. This letter may also be produced to the court or tribunal in evidence.

Please contact me on <phone number> if you wish to discuss any of this information.’

Yours sincerely,

<your name>