**Delete This Box Before Use**

This letter of demand is intended for use in general circumstances involving overdue payments. It may not be appropriate for disputes arising from building contracts or other specialized agreements. We strongly advise ensuring that the invoices mentioned have been correctly raised and validated before sending this letter. For further assistance or specific guidance, please contact Attune Legal via the "[Get a Quote](https://mode.law/get-a-quote/)" or "[Talk to a Lawyer](https://mode.law/talk-to-a-lawyer/)" options on [mode.law](https://www.mode.law).

NB: This letter should be sent on your business’ letterhead.

{$USR\_Name}

{$USR\_Address}

{$USR\_Suburb} {$USR\_State} {$USR\_Postcode}

{$Date|date\_format:"d F Y"}

{$PT2\_Contact\_FN} {$PT2\_Contact\_LN}

{$PT2\_Name}

{$PT2\_Address}

{$PT2\_Suburb} {$PT2\_State} {$PT2\_Postcode}

**Sent by email to:** {$Sent\_By}

Dear {$PT2\_Contact\_FN} {$PT2\_Contact\_LN}

**Demand for Payment of Overdue Invoices**

This is a letter of demand of overdue payment(s) owed to {$USR\_Name} ABN: {$USR\_ABN} (**{$USR\_ABV}**).

You, or your representative, accepted the {$USR\_ABV} {$Agreement\_Name} for supply and use of {$Service\_Desc}.

Our demand is as follows:

* Payment for invoice number(s):
  + {listif $Inv\_Amt1}{$Inv\_No\_1} for ${$Inv\_Amt1}{/listif}
  + {listif $Inv\_Amt2}{$Inv\_No\_2} for ${$Inv\_Amt2}{/listif}
  + {listif $Inv\_Amt3}{$Inv\_No\_3} for ${$Inv\_Amt3}{/listif}
  + {listif $Inv\_Amt4}{$Inv\_No\_4} for ${$Inv\_Amt4}{/listif}
  + {listif $Inv\_Amt5}{$Inv\_No\_5} for ${$Inv\_Amt5}{/listif}
  + {listif $Inv\_Amt6}{$Inv\_No\_6} for ${$Inv\_Amt6}{/listif}
  + {listif $Inv\_Amt7}{$Inv\_No\_7} for ${$Inv\_Amt7}{/listif}
  + {listif $Inv\_Amt8}{$Inv\_No\_8} for ${$Inv\_Amt8}{/listif}
  + {listif $Inv\_Amt9}{$Inv\_No\_9} for ${$Inv\_Amt9}{/listif}
  + {listif $Inv\_Amt10}{$Inv\_No\_10} for ${$Inv\_Amt10}{/listif}

Your failure to pay the above invoice(s) is a breach of the {$Agreement\_Name}.

We require full payment within 7 days of the date of this letter.

Should the invoice(s) not be paid by this date, we will refer your account for legal action without further notice or demand, and additional costs and interest shall apply in accordance with the {$Agreement\_Name} or otherwise permitted by law.

We reserve the right to produce this letter on the question of costs should this matter not be resolved cooperatively.

We thank you in advance for your cooperation. Should you wish to discuss this letter or your outstanding debt, please do not hesitate to contact us by phone or email. If you have already paid the above invoice(s), you should contact us to confirm that we have received your payment.

Yours faithfully

{$USR\_Business}

{$USR\_Contact\_FN} {$USR\_Contact\_LN}

{$USR\_Contact\_Role}

{$USR\_Contact\_Email} | {$USR\_Contact\_Phone}

{$DISPLAY\_NAME} {$DISPLAY\_EMAIL} {$Login\_ID}