


LETTER OF DEMAND - INSTRUCTIONS

CREDITOR Details (Client)			
Name:		ABN/ACN (if any):	
Address:			
Tel No.		Mobile No.	
Email:		Fax No.	
DEBTOR Details			
Name:		ABN/ACN (if any):	
Address:			
Tel No.		Mobile No.	
Email:		Fax No.	
DEBT Details			
Total Amount:	\$	Date Due:	/ /
Invoice/s:	<small>(attach invoice/s)</small>	Interest % pa	%
Part Payments (if any):	\$ \$ \$ \$	Date: Date: Date: Date:	Interest Amount: \$ Amount Owing: \$
Other Details			
Has the amount of the debt been disputed by the debtor? (circle one)		YES / NO	
Detail any reason for non-payment.	<small>(attach any letters/emails)</small>		
Detail any previous demands made.	<small>(attach any demands)</small>		
Other Remarks.	<small>(attach any other supporting documents)</small>		
Acknowledgment / Instructions			
Signed:		Dated:	
 I acknowledge the information disclosed herein is true and correct to the best of my knowledge and belief. I instruct Brandon & Gullo Lawyers to issue a demand for payment to the debtor as detailed.			

Please use a separate sheet if you require more space.