

LETTER OF DEMAND TEMPLATE



DEMAND LET

default under the term
make the payments due



TIME TO GET SERIOUS?

It's no secret that positive cash flow is the life blood of any business.

Few people enjoy chasing customers for unpaid invoices. But to keep the cash flowing through your business it's crucial to stay on top of your outstanding debtors.

Already sent a series of invoice reminder emails but received no response? A demand letter is the appropriate next step for invoices that have still not been paid.

You've sent your friendly and firm reminders so it's time to give your customer one last chance before taking legal action.

A demand letter must include the details of the overdue account, your contact details and a copy of the original invoice(s).

To save you time we've created a FREE letter of demand template. Use this if you need to take that next step toward getting your invoice paid once and for all.

LETTER OF DEMAND TEMPLATE



YOUR BUSINESS LETTERHEAD

[DEBTOR'S FULL NAME]
[DEBTOR COMPANY NAME]
[DEBTOR'S ADDRESS 1]
[DEBTOR'S ADDRESS 2]
[DEBTOR'S CITY] [DEBTOR'S POSTCODE]

[TODAY'S DATE]

LETTER OF DEMAND

Dear [DEBTOR'S FULL NAME]

We are writing in reference to Invoice [INVOICE NUMBER] and payment not being received.

I enclose the relevant invoice(s) for your records:

- Invoice [INVOICE NUMBER] for [INVOICE AMOUNT] due on [INVOICE DUE DATE].

----FULL PAYMENT----

I demand full payment of the outstanding amount within seven days from the date of this letter.

----PARTIAL PAYMENT---- (CAN BE REMOVED IF NOT AN OPTION)

Alternatively, and without prejudice to my rights for full recovery of the debt, I am prepared to:

- accept the amount of [PARTIAL AMOUNT] as full and final settlement of the debt if paid within seven days from the date of this letter.

If this matter is not resolved by the time specified above, legal proceedings may commence to recover the debt without further notice to you and this letter may be tendered in court as evidence of your failure to pay.

Legal action may result in you having to pay legal costs, interest and could impact on your credit history.

Should you wish to contact me to discuss, my telephone number is [TELEPHONE NUMBER].

Yours sincerely,

[YOUR FULL NAME]
[YOUR COMPANY NAME]

[BANK ACCOUNT / PAYMENT DETAILS]

NO INVOICE LEFT BEHIND.

Sometimes an invoice does need to be escalated. It doesn't have to be messy, difficult or uncomfortable.

With Debtor Daddy's automated AR tools, your AR will be humming. But, in those rare instances where you do need to escalate to debt collection, it's fast and easy. Simply select the invoice to escalate, add any relevant details and we'll take care of the rest. We partner with professional collectors who operate to the highest standards.

[START YOUR FREE TRIAL NOW](#) >

[BOOK A DEMO](#) >

AUTOMATE THE REPETITIVE



- Automate SMS and email reminders
- Call queue assistant to make calling more efficient
- Dashboard for easy visibility of AR performance

FOCUS ON HIGH VALUE WORK



- Chase all accounts no matter how large or small
- Prioritise workload with filters
- Focus strategic work that needs the human touch

MAKE AR A POSITIVE EXPERIENCE



- Customers can pay directly from reminders
- Customers can easily raise disputes or issues paying
- AR teams see the impact they have on cashflow