

LETTER OF DEMAND TEMPLATE – GENERAL DEBT

[Other person's name]

[Street]

[Suburb]

[State Postcode]

[date]

Dear [Name],

I write in reference to [outline debt e.g., x amount loaned to you for rent] which was not repaid as agreed.

[Set out details of the debt, and include when the money was supposed to be paid back: E.g. On XX/XX/XXXX, I paid \$XX.XX to your landlord for your rent. You agreed to repay me in instalments of \$XX per week starting on XX/XX/XXXX, until the full amount was repaid.]

As of today's date, no money has been paid by you and the balance is now outstanding.

I demand that you immediately repay the sum of \$[total amount owed] in satisfaction of the debt owed, and have to advise that unless this amount is received by [specify a date, e.g. 7-14 days] legal proceedings (which may include a claim for court fees) will be instituted.

Sincerely,

[Signature]

[Print Name]