

[Example]
[Address]

[It is best to send the letter by Express post to the registered business address.]

Dear Sir,

We refer to our outstanding payment claims which are overdue.

[insert details of whole outstanding invoices that have not been paid providing sufficient information on the claim. Examples: invoice number, invoice date, invoice amount]

This letter is not a progress claim pursuant to the Building and Construction Security of Payment Act 1999 (NSW).

If you fail to settle the outstanding debt [total debt inclusive of GST] within 7 days of receipt of this demand, we will commence enforcement action without further notice.

We will rely on this letter as to costs.

Regards,

[Your name]