



BIRMAN & RIDE

SAMPLE

AUSTRALIAN LAWYERS BARRISTERS SOLICITORS COUNSEL

Please quote **1234.1**

12 August 2018

FINAL DEMAND

Mr J Citizen
123 Smith Street
PERTH 6000
By email to: johncitizen@hmail.com

Enquiries: (08) 9220 4443

Dear Mr Citizen,

Creditor: Joe Bloggs Plumbing
Invoice(s): 1234 and 567 – services rendered
Debt: \$1,650.00

We are the Creditor's lawyers.

The Creditor hereby demands that you pay the Debt.

Unless within 7 days you pay the Debt in full or make an acceptable offer to pay it by instalments we may commence legal proceedings for recovery without further notice. If we do so, you may be ordered to pay the Creditor's costs and interest in addition to the amount claimed.

How to pay the debt

You may settle this matter by paying the Debt by bank deposit, electronic funds transfer or credit card. To make a payment visit www.debtors.getpaiddebtcollection.com.au. You will need to enter the following details:

Debt ID: 123
Matter Code: 1234.1

You may also make an offer to pay the Debt by instalments.

How to dispute the Debt

If you dispute your liability to pay the Debt, please visit www.debtors.getpaiddebtcollection.com.au to notify us of your reasons for non-payment.

DO NOT IGNORE THIS LETTER. It may be produced in Court in evidence against you.

Yours faithfully,

Birman & Ride