



Milo Sharkey
576 Some Street
Suburbia
Townsville

Letter of demand

Dear Milo Sharkey

I am writing in reference to Bookkeeping Services and payment not being received.

I enclose the invoice INV-8888 dated 05 Jan 2015 for the outstanding amount of \$2000. This letter is dated 22 Sep 2015

I demand full payment of the outstanding amount within 7 days from the date of this letter.

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

- Accept the amount of \$1500 as full and final settlement of the debt if paid within 7 days from the date of this letter.

If this matter is not resolved by the time specified above, I reserve the right to commence legal proceedings 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 02 8878 9998

Yours sincerely,

Joe Bloggs
Bloggs Corp