

## Sample letter of demand – Money owed

### #You should get legal advice before sending a letter of demand

Mr Paul Bloggs  
23 Fourth Avenue  
BALGA WA 6037

3 January 2020

Mr Barney Jones  
29 Clue Street  
JOONDALUP WA 6027

Dear Mr Jones

**MONEY OWED**

I am writing to you about the \$25,000 I loaned you on 14 September 2019 to purchase a new car.

We agreed that the money would be repaid to me in three instalments of:

- \$10,000 to be paid on 1 September 2019;
- \$10,000 to be paid on 1 November 2019; and
- \$5,000 to be paid on 1 December 2019

You have not followed this arrangement. The money remains outstanding despite my requests for payment. This amount relates to the money you owe me according to our contract dated 12 August 2019. For your reference I enclose a copy of our contract.

I demand that payment of the full amount be paid to me at the above address within 14 days from the date of this letter.

If you do not pay me this amount within 14 days from the date of this letter, I will take legal action to recover my money. To avoid the additional costs and inconvenience of legal action, please enclose a postal order or bank cheque for \$25,000 or contact me on 0123 456 789 to arrange an internet transfer of the money to my account.

Yours faithfully

Paul Bloggs.