



204 Healthy Street, PO Box 555, Cairns Qld 4870
P 07 5555 5555 F 07 5555 5550

Date

Company Name of person letter is being sent to
Title
Name
PO Box or **Street**
Suburb
Town & Postcode

Dear Name

RE: Final Notice – Outstanding Account

We are writing concerning the amount of \$<Insert amount> which was due to be paid on <Insert date> and, despite numerous requests for payment, remains outstanding.

We demand that payment of the full amount be paid to us on or before <Insert date>.

If this account is not resolved by the specified date we reserve the right to commence legal proceedings to recover the debt without further notice to you, and you may be responsible for any associated legal fees or collection costs.

If you wish to prevent this, please contact the undersigned as a matter of urgency and settle your account before the above date.

Regards

Name
Job title