

# LETTER OF DEMAND

Sender's Name: \_\_\_\_\_

Sender's Address: \_\_\_\_\_

Sender's Contact Number / Email: \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

Recipient's Address: \_\_\_\_\_

Recipient's Contact Number / Email: \_\_\_\_\_

**Ref:** Outstanding Payment / Debt

**Dear Sir / Madam,**

This letter serves as a formal demand for immediate payment of the outstanding amount owed to me/us, as detailed below. Despite previous requests, this debt remains unpaid, and this letter is issued without prejudice to any other rights or remedies available under applicable law.

**Amount Owed:**

Please state the total amount outstanding here: \$ \_\_\_\_\_. This amount is due and payable immediately.

**Details of Debt:**

This sum relates to the following invoice(s) / agreement(s) / transaction(s):

**Invoice / Agreement / Transaction Details:**

1. Description: \_\_\_\_\_ Amount: \_\_\_\_\_  
\$ \_\_\_\_\_ 2. Description: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_ (If more space is needed, please attach a separate schedule.)

**Demand for Payment:**

You are required to pay the full outstanding amount within 7 days from the date of receipt of this letter. Failure to do so will leave me/us no option but to initiate legal proceedings to recover the debt without further notice.

**Interest and Costs:**

Please be advised that interest may accrue on the outstanding amount pursuant to the Contractual Remedies Act 1979 and/or the Interest on Money Claims Act 2016 (as applicable), in addition to any legal costs incurred in the recovery of this debt.

**Payment Instructions:**

Please make payment to the following account: Bank Name: \_\_\_\_\_ Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_ Reference: \_\_\_\_\_  
\_\_\_\_\_

**Contact Information:**

Should you have any queries or wish to discuss this matter, please do not hesitate to contact me/us at the details provided above.

**Reservation of Rights:**

This letter is sent without prejudice and all rights and remedies are expressly reserved.

**Yours faithfully,**

\_\_\_\_\_ [Sender's Name] [Sender's Position, if applicable] [Sender's Company, if applicable]

**Sender's Signature**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Recipient's Signature**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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