

Draft and send a Letter of Demand

I will draft a Letter of Demand on your behalf and send it to the other party \$132.

What you need to do:

- Complete the relevant Form providing details;
- Provide copies of any relevant documents including the correspondence, invoice, purchase order, agreement or other document;
- Provide details of the debt & party owing the debt;
- Provide feedback for revisions & amendments.

I will:

- Email you a detailed questionnaire;
- Provide you with acceptance of the job;
- Draft the Demand and provide a copy to you;
- Post, email or fax the demand to the other party;
- Accommodate several revisions;
- Answer your questions by email;
- Provide the Demand within 2 business days.

Client Name: *

First Name

Last Name

Company incl ACN

Client Email address: *

example@example.com

Client Mobile number:

Area Code

Mobile Number

Client Address:

Street Address

City

State/Province

Postal / Zip Code

Australia

Country

Other Party Name #1:

First Name

Last Name

Company incl ACN

Other Party #1 Address:

Street Address

City

State/Province

Postal / Zip Code

Australia

Country

Other Party Name #2:

First Name

Last Name

Company incl ACN

Other Party #2 Address:

Street Address

City

State/Province

Postal / Zip Code

Australia

Country

What do you say about the claim?:

Your other Comments:

file attachment

optional

I am an Australian Legal Practitioner with a NSW Practising certificate and Professional Indemnity insurance. The fee includes GST and a Tax Invoice is provided. I practice NSW and Australian Law only. I do not accept work which involves a conflict of interest.

David Leamey trading as David Leamey Solicitor & Barrister.

Liability limited by a scheme approved under Professional Standards Legislation.