Formal Demand for Payment

From (Issuer):

Name: ....

Address: ....

Postcode: ....

To (Debtor):

Name / Organisation: ....

Address: ....

Postcode: ....

Date: ....

Re: Invoice No. …………………. – Demand for Payment

Dear Sir/Madam,

On …………………………………..(date of service), I served you with a **Notice of Terms and Conditions and Schedule of Fees**, lawfully establishing contractual terms between myself and your organisation. You have since breached those terms through the following act(s):

- [Insert brief description of breach, e.g. "Trespass upon my private property on [date], in breach of Clause 4 of my Notice."]

As set out in the Notice, such actions incur contractual liability. Accordingly, please find enclosed **Invoice No.** …………… in the amount of **£** ……………………… (amount due), now payable within **30 days** of the date of this letter.

Failure to settle this invoice in full within the specified timeframe will result in immediate escalation, including but not limited to:

1. Filing a civil claim against you in the **County Court (MCOL)**, where I will seek judgment for the debt plus costs and statutory interest under the **County Courts Act 1984, s.69**.
2. Enforcement action via private enforcement officers, with all associated costs added to the outstanding balance.

This is a **final demand**. No further notice will be given.

Payment Information

Please remit payment by [Cheque / Postal Order] to the account specified on the attached invoice.

Yours faithfully,

Signed: ....

Name: ....

Enclosures:

- Invoice No. ………………….
- Copy of Notice of Terms and Conditions (previously served)