

Example Letter of Demand for independent contractors

**Mr John Principal Contractor
Smiths Furniture Pty Ltd
12 Eden Street
ABBLEASTY 4567**

**Ms Sue Worker
2 Victoria Street
JONESTOWN 3210
ph 9123 4567**

[date]

Dear Mr Contractor,

Payment for work: Painting at your office

On **[date]** we entered into a contract for the painting of your office at 12 Eden Street, Abbleasty.

Under this contract I was required to paint your office on **[date]**, supplying all materials and equipment, and to have the office ready to be re-occupied by **[date]**. We agreed that I would be paid \$200.00 plus cost of materials for this job and 10% GST, upon presentation of an invoice.

This job was performed on **[date]** and the office was ready for re-occupation on **[date]**.

I supplied you with an invoice on [date] requiring payment of \$310.00 within 30 days. The money was not paid within this time.

On **[date]** and again on the **[date]** I contacted your office requesting payment of this account. The money remains unpaid.

I now advise that unless I receive a cheque for \$310.00 within seven days of the date of this letter, I will commence legal proceedings against you to recover this money and my costs.

Yours faithfully,

Sue Worker