

DD/MM/YYYY

Contact Name  
Postal Address

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**DESIGN  
CREATE  
INNOVATE**8/24 Iron Knob St  
Fyshwick ACT 2609PO Box 831  
Fyshwick ACT 2609

evolve@372digital.com.au

1300 971 882  
0422 612 341372 Digital Pty Ltd  
ABN 66 159 301 952  
ACN 159 301 951**OBJECT: LETTER OF DEMAND FOR UNPAID INVOICE**Invoice date: DD/MM/YYYY  
Invoice number: INV-XXXX  
Invoice amount: \$X.XX

Dear [CONTACT NAME],

As you are aware the above remains unpaid by you. Despite numerous reminder emails requesting payment of this account, the debt remains owing.

Accordingly we will advise that if payment in the sum of \$X.XX is not received within ten business days from the date of this letter, we will pursue further action against you through the Australian Capital Territory Civil and Administration Tribunal. Please be advised that should you be at default, you will be required to reimburse 372 Digital for any costs or losses incurred by the company including all legal fees in addition to the invoice amount under contract per the terms of service.

Sincerely,

Ben Brillante  
Managing Director of 372 Digital  
ben.b@372digital.com.au