Template 1: Blank letter of demand

DATE

Debtor’s name  
Debtor’s address

**Attention: [name of Debtor]   
By email: [email address of Debtor]** (if you know the debtor’s email address)

Dear Mr/Mrs/Ms [surname]

Letter of demand

I refer to the QCAT/Magistrates Court order in matter number [insert QCAT/Court file number] dated [date of the Money Order].

I note:

* On [date], [briefly set out the circumstances for the debt]
* On [date] I started proceedings against you [briefly set out details of your proceedings in QCAT/Magistrates Court]
* On [date], QCAT/the Magistrates Court made an order requiring you to pay me a total amount of $amount [insert any other details of the order, e.g. if the order required payment within a certain time].

As at the date of this letter, I have not received full or part payment of the amount you owe me under the [QCAT/Magistrates Court] order.

If you do not pay me the amount you owe me within [insert] days, by [insert specific date], I reserve my rights to commence enforcement action against you in the Magistrates Court to recover the amount, without further notice to you. I will also seek costs against you for the additional cost of taking enforcement action.

[Insert details for payment]

Yours faithfully

[Your name]

[Your address]

Example 1: Letter of Demand

1 March 2022

Sam Jones

1 Sunshine Road

Brisbane 4000 QLD

**Attention: Sam Jones   
By email and post: Sam.Jones@gmail**

Dear Mr Jones

Letter of demand - Queensland Civil and Administrative Tribunal (QCAT) 0000100/01

I refer to the QCAT order in matter number 000100/01 dated 1 January 2022

I note:

* On 1 January 2021, you attended my residence to quote and measure a carpet for my living room.
* On 1 February 2021, you invoiced me for a total of $10,000 payable by me. I paid this amount to you on the same day, 1 February 2021.
* On 1 March 2021, you delivered a carpet, as per the photos **attached**. However, the goods delivered were defective, as the fitted carpet was not the correct size and was not the design I chose.
* On 2 March 2021, I communicated these issues to you by email. You refused to go ahead with the order and told me you would refund my funds at your convenience when you received the defective items.
* On or around 5 March 2021, I returned the goods. However, you did not refund me. I continued attempting to discuss obtaining the goods and/or the refund up to and until sometime in November 2021. However, you did not engage in any such further discussions.
* On 1 December 2021 I started proceedings against you in QCAT by filing an application for a minor civil dispute. The amount I claimed was $10,000.
* On 1 January 2022, QCAT made an order requiring you to pay me a total amount of $10,000 within 28 days of the order.

As at the date of this letter, I have not received full or part payment of the amount you owe me under the QCAT order.

If you do not pay me the amount you owe me within 14 days, by **15 March 2022**, I reserve my rights to commence enforcement action against you in the Magistrates Court to recover the amount, without further notice to you. I will also seek costs against you for the additional cost of taking enforcement action.

While I am currently not seeking additional interest, if I am forced to take enforcement action in the Court, I will apply for an order which reflects the additional interest owing at that date.

My bank account details for payment by direct deposit are as follows:

Acct No 12345678; BSB: 000-000

Yours faithfully,

John Smith

1 Brisbane Road

Brisbane 4000 QLD

John.smith@gmail