Date XXX

XXX

ID number XXX

XXX

XXX

XXX

By Hand

Dear Sir/Madam

**FINAL LETTER OF DEMAND - AMOUNT OUTSTANDING**

1. This letter serves to confirm that you have an outstanding balance owing to XXX (“We”, “Us”, “Our”) as at date hereof **amounting to RXXX (Amount in Words)** in respect of goods sold and delivered to you and which is due and payable.
2. Despite numerous attempts to recover the balance from you, payment in full has not occurred.
3. XXX hereby demands from your immediate payment of the above amount.
4. Payment is to be made into the following bank account within 7 days of the date of this letter. Details of the bank account are:

Bank: XXX……………………….

Account name: XXX……………………….

Account number: XXX……………………….

Branch code: XXX……………………….

1. Once payment has been affected, kindly furnish us with the proof of payment.
2. Should you fail to make payment within the abovementioned time we will have no alternative but to institute legal proceedings against you without further notice which will consist of inter alia issuing a summons against you and the blacklisting of your name.
3. Interest will be charged at the maximum tempore morae rate allowed.
4. You will further be liable for any legal costs incurred in recovering the above amount.
5. We await to hear from you.

Sincerely,

XXX……………………..Manager Signature……………………….. Manager Witness:

Signature(Witness)