

John Smith
23 West Street
WESTOWN NSW 2999
Ph: 0499 111 111

19 November 20XX

Ms Paula Brown
Paula's Hair Design
Shop 3, 1034 George Street
PARRAMATTA NSW 2150

Dear Madam,

John Smith and Paula Brown trading as Paula's Hair Design
Payment for shop fitting work done at Paula's Hair Design

I refer to my letter dated 10 November 20XX and the shop fitting work that I performed on your business premises at Shop 3, 1034 George Street, Parramatta, on 3 and 4 October 20XX, as agreed by you. I note that my invoice dated 15 October 20XX, for \$3,233.00, remains unpaid. I enclose a copy of that invoice for your information. You will note that payment of the invoice was due on 1 November 20XX.

Please pay the full amount of \$3,233.00 by no later than 5pm on 3 December 20XX. If you fail to pay I will instruct a solicitor to begin legal proceedings against you on my behalf, and you may become liable for legal costs and expenses, as well as interest.

I look forward to your reply.

Yours sincerely

J. Smith

John Smith
encl