

Date: _____

Reference: _____

TO: _____

ADDRESS: _____

Dear Sir/ Madam

Letter of Demand: Outstanding Loan

I refer to the loan in the amount of R _____ (*state amount of loan*) I made to you on or about _____ (*insert date*), which was repayable in monthly instalments of R _____ each, the first payment to have been made on _____ (*insert date*) and subsequent payments to have been made on or before the _____ day of each succeeding month.

You have failed to comply with the terms of repayment in that you have failed to make payment of any amount whatsoever, and the full amount of the loan is now due and owing.

I now demand payment of the amount of R _____ (*state amount of loan*) within 7 days hereof, failing which I will immediately proceed to institute action against you, without any further notice.

Should such action proceed, you will be liable for all legal costs incurred, on a scale as between attorney and client.

Yours faithfully

Signature

Contact number/s: _____