

Meena Vishwana
12/32 Campbell Street
Blacktown NSW 2148

15 October 20xx

Ms Fiona Frame
Fantastic Florists
Shop 7, Blacktown Mall
108 Black Street
Blacktown NSW 2148

Dear Fiona,

RE: OUTSTANDING MONEY

I am writing about my fees for the last three months.

The total amount owing is now \$4,000. This amount relates to website maintenance and IT support services I provided by agreement with you for 20 hours each month in the months of May, June and July 20xx. I refer to my invoice dated 10 August 20xx that was due for payment by 10 September 20xx.

I ask that Fantastic Florists pay me the amount of \$4,000 by 29 October 20xx. If I don't get paid this amount, I may start legal action against Fantastic Florists to recover the debt without further notice. Legal costs and interest may be added to the debt.

Yours sincerely,

M. Vishwana

Meena Vishwana