

RE: STATUTORY DEMAND UNDER SECTION [Insert Relevant Section, e.g., 123(1)(a) of the Insolvency Act 1986]

TO: [Debtor Company Name / Individual Name]

ADDRESS: [Debtor Registered Address]

FROM: [Your Name / Business Name]

ADDRESS: [Your Address]

DATE: [Current Date]

PARTICULARS OF DEBT:

Description of Work: [Brief description of freelance services provided]

Invoice Number(s): [List invoice numbers]

Date(s) of Invoice: [List invoice dates]

Date Payment Was Due: [Insert due date]

TOTAL AMOUNT DUE: £/\$/€ [Insert Amount]

NOTICE:

This is a formal demand for payment of the undisputed debt listed above. This debt is currently overdue and remains unpaid despite previous reminders sent on [Dates of previous reminders].

You are hereby required to pay the full amount of the debt stated above, or to secure or compound for it to my reasonable satisfaction, within 21 days of the date of service of this letter.

Failure to pay the full amount within the 21-day period may result in a petition being presented to the court for a winding-up order (against a company) or a bankruptcy order (against an individual).

Payment should be made via [Insert Payment Method, e.g., Bank Transfer] to the following account:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Sort Code / IBAN: [Your Codes]

Signed,

[Your Full Name]

[Your Contact Number]