ServedInc

PRACTITIONER'S GUIDE

The Demand Letter *Checklist*

A practical, lawyer-informed checklist for recovering unpaid invoices — built from the same framework we use to send thousands of letters at ServedInc.

01 Before You Write

- [ ] Confirm the debt is undisputed and accurately documented.
- [ ] Gather invoices, contracts, delivery notes, and prior reminders.
- [ ] Verify the debtor's legal name and correct contact details.
- [ ] Calculate the exact amount owed, including interest and fees.

02 Letter Essentials

- [ ] Your full legal name and address (or company details).
- [ ] Debtor's full legal name and address.
- [ ] Clear statement of the amount owed and the original due date.
- [ ] Description of the goods, services, or agreement giving rise to the debt.
- [ ] Specific payment instructions (method, account details, reference).
- [ ] Reasonable deadline for response — typically 7 to 14 days.
- [ ] Clear consequences of non-payment, including potential legal action.

03 Tone & Language

- [ ] Professional, firm, and free of threats or insults.
- [ ] Avoid emotional language — stick to facts and obligations.
- [ ] Quote contractual clauses or invoice numbers where relevant.
- [ ] End with a clear call to action and contact details.

04 Delivery & Proof

- [ ] Send by email AND a trackable method (registered post / courier).
- [ ] Keep a signed, dated copy for your records.
- [ ] Record delivery confirmation — it matters in court.
- [ ] Diarise the response deadline and follow up promptly.

05 Common Mistakes to Avoid

- [ ] Vague amounts or missing due dates.
- [ ] Threatening criminal action for a civil debt.
- [ ] Sending from a personal email without proper letterhead.
- [ ] Waiting too long — debts age poorly and so does evidence.

Need it done for you?

Send a lawyer-drafted demand letter in minutes at servedinc.com

GET STARTED →