



Letter of Demand

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FROM [YOUR FULL NAME / ID / ADDRESS]
TO [DEBTOR FULL NAME / ID / ADDRESS]
DATE [DATE]
AMOUNT DUE R [AMOUNT]

Demand for payment

We hereby demand payment of the sum of R [AMOUNT] arising from [DESCRIBE CAUSE — e.g. unpaid invoice no. 2024/001 dated 1 March 2024 / loan advanced on ...], which amount is now due, owing and payable.

Time to pay

You are required to pay the full amount into the account stated below within 14 days of receipt of this letter, failing which legal proceedings will be instituted against you without further notice, together with interest at the prescribed rate and legal costs on the attorney-and-client scale.

Banking details

Account holder: [NAME]
Bank: [BANK]
Account no.: [ACCOUNT NO]
Branch code: [BRANCH]
Reference: [INVOICE / REFERENCE]

Prescription

This letter serves to interrupt prescription in terms of the Prescription Act 68 of 1969.

Authorities cited (OSCOLA)

References use the Oxford Standard for the Citation of Legal Authorities (OSCOLA). Verify against the latest consolidated text before signing.

- Prescription Act 68 of 1969 (RSA), s 15.
- National Credit Act 34 of 2005 (RSA), where the debt is a credit agreement.



Nkadameng Danny Legal

Professional legal and compliance support you can trust — across South Africa.

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LETTER OF DEMAND

Signed by Creditor / authorised representative

Date: