HiFlex Physio

204 Healthy Street, PO Box 555, Cairns Qld 4870
P 07 5555 5555 F 07 5555 5550

Dear

RE: Outstanding Account

We are writing concerning the amount of $ which was due to be paid on and, despite numerous requests for payment, remains outstanding.

We demand that payment of the full amount be paid to us on or before .

If this account is not resolved by the specified date we reserve the right to commence legal proceedings torecover the debt without further notice to you, and you may be responsible for any associated legal fees orcollection costs.

If you wish to prevent this, please contact the undersigned as a matter of urgency and settle your account before the above date.

Regards