**Do I have to pay an old debt? Sample letter**

\**You will need to amend the letters below to reflect the unique circumstances of your case. Delete anything which does not apply in your situation.*

  **Your address**

**Date**

**Creditor's Address/fax/email**

**Dear Sir/Madam**

**Account details:**

Dear Sir/Madam

**Re: Your claim for payment (*put in their reference number if you have it.)***

I refer to your demand for payment in relation to above.

Please provide me with all documents which you rely on to demand payment and assert that any limitation period under the *Limitations of Actions Act 1958* (Vic) has not expired, including:

 1. contract documents;

 2. account statements;

 3. invoices;

 4. court judgments (if applicable);

 5. notices of assignment (if applicable)

I do not acknowledge any debt in relation to the above matter and this letter is not to be interpreted as doing so.

Yours faithfully

(Your Name)