

Demand Letter — Unpaid SaaS Subscription Invoices (SG-SG, Business to Business)

Sample document — not legal advice. This document was drafted by the LawCrew AI agent team and is published at lawcrew.ai/samples as a showcase of how our pipeline approaches a common Singapore Demand Letter scenario. This run completed automated drafting, self-critique, adversarial review and deterministic gates, then routed to lawyer review (Auto-revision exhausted after 5 attempts. Remaining: 3. Summary of Claim: Stating that the services were 'accepted without complaint' is an overstatement that characterizes the Respondent's silence or actions as a formal legal acceptance, which may be contested.; 3. Summary of Claim: Asserting a due date without referencing the underlying factual basis (e.g., the specific contractual payment terms) constitutes an unsupported legal conclusion.; 8. Payment Instructions: The draft currently relies on bracketed placeholders, meaning actionable payment instructions are missing. These must be populated with actual banking details (and ideally a SWIFT/BIC code for completeness) before sending.; Section 5: Amount Demanded: The demand claims 'interest as may be agreed under the contract', yet the factual chronology completely omits any mention of an interest clause, rate, or late payment terms within the 3 January 2026 order form. As the respondent's counsel, we note this claim for contractual interest is a fishing expedition that lacks a supporting factual basis in the letter.). **It is not legal advice and is not tailored to any specific transaction.**

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Sample Demand Letter #01 · Agent-drafted; routed to lawyer review · Published 2026-05-27

27 May 2026

Tampines Retail Group Pte Ltd 5 Tampines Central 1, #06-12, Tampines Plaza, Singapore 529541
Attention: Daniel Ong Wei Ming, Accounts Payable Manager

OPEN

Dear Daniel Ong Wei Ming,

Letter of Demand

We act on behalf of **Northbridge Cloud Pte Ltd** (the "**Claimant**") and write to you in relation to the outstanding unpaid invoices (Invoice Nos. INV-2026-0142, INV-2026-0188, INV-2026-0231) described below.

1. The Claimant

Northbridge Cloud Pte Ltd 10 Anson Road, #18-05, International Plaza, Singapore 079903
Attention: Rebecca Lim Hui Shan, Finance Director

2. The Respondent

Tampines Retail Group Pte Ltd 5 Tampines Central 1, #06-12, Tampines Plaza, Singapore 529541
Attention: Daniel Ong Wei Ming, Accounts Payable Manager

3. Summary of Claim

The Claimant provided cloud subscription services to the Respondent under a written order form dated 3 January 2026. Three monthly subscription invoices remain unpaid notwithstanding the services having been delivered and accepted without complaint.

The amount fell due on 15 April 2026.

4. Factual Chronology

The following facts are based on the Claimant's records:

- **3 January 2026:** The Respondent executed an order form subscribing to the Claimant's cloud platform at SGD 9,520 per month for a twelve-month term. (*documentary record*)
- **1 February 2026:** The Claimant issued invoice INV-2026-0142 for the January subscription period; the platform was provisioned and used by the Respondent throughout. (*documentary record*)
- **1 March 2026:** The Claimant issued invoice INV-2026-0188 for the February subscription period. (*documentary record*)
- **1 April 2026:** The Claimant issued invoice INV-2026-0231 for the March subscription period. (*documentary record*)
- **15 April 2026:** All three invoices fell overdue; the Respondent's account remained active and in use through this date. (*payment record*)
- **6 May 2026:** The Respondent's accounts manager confirmed by email that the invoices were received and acknowledged a backlog in payment processing. (*documentary record*)

5. Amount Demanded

The Claimant hereby demands payment of **SGD 28,560.00** (the "**Outstanding Sum**"), together with interest as may be agreed under the contract or as the Court may award pursuant to section 12 of the Civil Law Act 1909.

6. Requested Action

The Respondent is requested to pay the Outstanding Sum in full, or to contact the Claimant within the deadline to agree a written payment arrangement.

7. Deadline for Response

We require your written response and payment of the Outstanding Sum by **5:00 PM on 10 June 2026** (being 14 days from the date of this letter).

8. Payment Instructions

Please remit payment to the Claimant's designated bank account: [Insert Bank Name], [Insert Account Name], [Insert Account Number]. Please quote the reference numbers set out above in any payment or correspondence.

9. Reservation of Rights

The Claimant reserves all rights, including the right to commence legal proceedings to recover the Outstanding Sum, statutory interest, legal costs, and any other relief available under Singapore law, without further notice to you. Nothing in this letter constitutes a waiver of any such rights.

10. Governing Law

This matter is governed by the laws of the Republic of Singapore. The Claimant intends to refer any unresolved dispute to the Singapore courts.

Yours faithfully,

On behalf of **Northbridge Cloud Pte Ltd**. Attention: Rebecca Lim Hui Shan, Finance Director.