

# Demand Letter — Unpaid Final Instalment on Completed Fit-Out Works (Business to Business)

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*Sample Demand Letter #03 · Agent-drafted end-to-end · Published 2026-05-27*

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27 May 2026

**Lumiere Dining Concepts Pte Ltd** 1 Fullerton Road, #02-08, One Fullerton, Singapore 049213  
Attention: Marcus Chia Jun Hao, Director

**OPEN**

Dear Marcus Chia Jun Hao,

## Letter of Demand

We act on behalf of **Atlas Interiors & Build Pte Ltd** (the "**Claimant**") and write to you in relation to the outstanding contract payment (Invoice No. AIB-2026-FINAL-017) described below.

### 1. The Claimant

**Atlas Interiors & Build Pte Ltd** 16 Kallang Place, #07-09, Singapore 339156 Attention: Grace Wong Lai Peng, Managing Director

### 2. The Respondent

**Lumiere Dining Concepts Pte Ltd** 1 Fullerton Road, #02-08, One Fullerton, Singapore 049213  
Attention: Marcus Chia Jun Hao, Director

### 3. Summary of Claim

The Claimant completed restaurant fit-out works for the Respondent under a fixed-price contract. The works were completed and handed over, and the Respondent took occupation and commenced trading. The agreed final instalment of 20% of the contract price remains unpaid.

The amount fell due on 30 April 2026.

#### **4. Factual Chronology**

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

- **10 November 2025:** The parties signed a fixed-price fit-out contract for SGD 225,000, payable 40% on commencement, 40% on practical completion, and 20% on final handover. (*documentary record*)
- **20 March 2026:** The Claimant achieved final handover; the Respondent signed the handover certificate and took possession of the premises. (*documentary record*)
- **2 April 2026:** The Respondent opened the restaurant for business in the completed premises. (*documentary record*)
- **30 April 2026:** The final instalment invoice AIB-2026-FINAL-017 for SGD 45,000 fell due and was not paid. (*payment record*) [Respondent's Counsel Note: The chronology fails to state when or how the invoice was issued or served on our client. An invoice must be properly delivered for a debt to fall due, making this a critical gap in their stated factual basis.]

#### **5. Amount Demanded**

The Claimant hereby demands payment of **SGD 45,000.00** (the "**Outstanding Sum**"), together with interest as may be agreed under the contract [Respondent's Counsel Note: The factual chronology does not plead any late payment interest clause or agreed contractual rate] 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 final instalment of SGD 45,000 in full within the deadline.

#### **7. Deadline for Response**

We require your written response and payment of the Outstanding Sum by no later than **5:00 PM on 10 June 2026** (being 14 days from the date of this letter).

#### **8. Payment Instructions**

Please remit payment by electronic funds transfer to the Claimant's designated bank account: [Bank Name], Account Name: Atlas Interiors & Build Pte Ltd, Account No.: [Account Number]. Please quote the invoice number AIB-2026-FINAL-017 in your 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 **Atlas Interiors & Build Pte Ltd**. Attention: Grace Wong Lai Peng, Managing Director.