

Client name
Client Address 1
Client Address 2
Client Address 3

Your Name (or Company name)
Your Address 1
Your Address 2
Your Address 3

Date: **DD/MM/YY**

Payment references: **If Applicable**

Dear Sirs,

Final Demand

Outstanding Account: **£X,XXX.XX**
Late Payment Costs: **£X,XXX.XX**
Late Payment Interest: **£X,XXX.XX**

Total Outstanding £X,XXX.XX

Despite previous reminders we are disappointed to note that the above account remains outstanding.

As this amount is now in breach of our agreed payment terms we have reluctantly added further costs and interest in line with "**The Late Payment of Commercial Debts (Regulations) 2013**".

It is now imperative that this amount is settled in full, including late payment costs and interest charges **within the next seventy two hours**. Failure to settle this now extremely overdue account in a timely manner will leave our Organisation with little option but to pass this account to our chosen debt recovery agency, Safe Collections who will add further debt collection charges under the legislation.

We would therefore respectfully suggest that you treat this matter with the urgency it deserves and remit the full balance due as soon as possible.

Regards
XXXXXX