

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,

Outstanding Account Value: **£X,XXX.XX**

The above sum was due for payment on **DD/MM/YY** but as at today's date no payment has been received.

Should your company have any legitimate reason for non payment, please contact us within the next seven days so we can fully investigate any issue.

Should no query exist please be aware our payment terms are strictly **XX** days and we make no provision for extended credit terms in our pricing structure.

Regards
XXXXXXXX