

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**

As at today's date, we have yet to receive payment of the outstanding amount, which is now considerably overdue.

Our company has not yet levied any late payment or interest charges under "**The Late Payment of Commercial Debts (Regulations) 2013**".

However should payment in full not be received within the next seven days we may add these charges to your account. Please also note that our company has a policy of ceasing supply of work/services to any organisation with an account more than **XX** days in arrears.

We trust this will not be necessary and look forward to receiving payment by return.

Regards
XXXXXX