

**Phone: Email:**

For the attention of:

Dear ,

**Final Demand relating to Invoice Number dated before Commencing Action**

**Outstanding Invoice:**

**Late Payment Charge:**

**Accrued Interest:**

You have not paid the outstanding amount of relating to Invoice Number dated for . In spite of numerous reminders, we have not received a satisfactory response from you so far. Our credit terms stipulate full payment within and this invoice is now overdue.

In addition, there is a Late Payment Charge of .

Also an accrued Interest of is also due.

[Our Credit Department has informed me of its intention to file suit as you have failed to answer any of our requests for payment. Before taking this action, we would like to make a personal appeal to your sound business judgment. We feel certain that, if you can contact us, we can devise some means to settle this matter out of court.]

[We urge you to settle the full amount immediately by means of a transfer to the following account:

If you fail to settle this now extremely overdue invoice within days of the date of this letter, we will have no choice but to take one or more of the following actions without further warning:

(i) pass this invoice to a debt recovery agency, who will add further debt collection fees, in addition to the amount as outlined above; and / or

(ii) commence legal and / or insolvency proceedings against you, the costs of the legal proceedings and any other amounts which the court orders, must also be paid, in addition to the amount as outlined above.]

We would respectfully suggest that you treat this matter with urgency and settle the full balance immediately, in order to avoid any damage to your credit score, or our business relationship.

We await your immediate payment of the outstanding amount.

Yours sincerely,

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