***Late Payment Letter or Email 1***

*To be used when your firm is unpaid seven days beyond your ‘due date.’*

|  |  |
| --- | --- |
| *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 (-Insert numbers/date)***

*Payment references:* ***(-Insert if applicable or delete this row)***

*Dear Sirs,* ***(-Insert name if known)***

***Outstanding Account Value: £….(-Insert numbers/outstanding fee, and put this row in bold & italics)***

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

*Should your company have any questions or queries regarding this balance, please contact us within the next seven days.*

*If no query exists, please be aware our payment terms are strictly* ***XX (-Insert numbers)*** *days and we make no provision for extended credit terms in our pricing structure.*

*Please make payment as soon as possible.*

*Regards*

***XXXXXXXX (-Insert your name)***