***Late Payment Letter or Email 2***

*To be used when your firm is unpaid 14 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)***

*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.*

***[Optional]*** *Please also note that our company has a policy of ceasing supply of work/services to any organisation with an account more than* ***XX (-Insert numbers)*** *days in arrears.*

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

*Regards*

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