***Late Payment Letter or Email 3***

*For use when your firm is unpaid more than a fortnight past 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)***

***Final Demand***

***(-Leave in large font, bold, centered, underlined)***

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

***Late Payment Costs: £….(-Insert numbers/outstanding fee, and put this row in bold)***

***Late Payment Interest: £….(-Insert numbers/outstanding fee, and put this row in bold)***

***Total Outstanding £….(-Insert numbers/outstanding fee, and put this row in bold)***

*Despite previous reminders, we are disappointed to note that the above amount remains outstanding.*

*As your company is now in breach of our agreed payment terms, we have reluctantly added further statutory late payment costs and interest in line with “The Late Payment of Commercial Debts (Regulations) 2013”.*

*It is now imperative that this amount is settled in full, including late payment costs and interest charges,* ***within the next seventy-two hours****.* ***(-Leave in bold)***

*Failure to settle this now extremely overdue account will leave our organisation with little option but to pass this account to our chosen debt recovery agency* ***[-Insert name, e.g. Safe Collections Ltd ]****, who will add further debt collection fees, in addition to the penalty charges as outlined above.*

*We would respectfully suggest that you treat this matter with the urgency it deserves and remit the full balance due today.*

*Regards*

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