[Print or insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

< >>

It has been brought to our attention ding amount of <<Amount>> in respect of the above invoice(s). This amount <<due date(s)>>.

Our credit terms stipulate full paym and this account is now <<number of days>> overdue. Subject to the te of Commercial Debts (Interest) Act 1998 we claim an additional sum for inte te) / 365 * Debt Outstanding * Number of Days Overdue. This represents a debt of £= (8%+Base Rate) / 365 * Debt Outstanding, which will be added t t until we have received settlement in full.

Kindly let us have your cheque inc d to date by return.

Yours sincerely,

<<Name & Title>>
For and on behalf of <<Company