

[Print on front of envelope] [insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

< >>

Further to our letter dated <<date>> we note that no payment has yet been received for the outstanding amount of <<amount>>.

No doubt you will agree that it is in your best interests to clear this account.

I look forward to receiving your cheque.

If you are unable to settle this debt please contact us with a proposal immediately.

[Should payment not be forthcoming within 5 working days we will be obliged to take legal action.] Alternative payment terms within 5 working days.

Yours sincerely,

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