

[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>> as at <<date>> and interest has
the Late Payment of Commercial Debts (Interest) Act 1998. Interest has been
most calculated according to the terms of

Since that letter additional interest of <<amount>> (i.e. <<rate>> * <<Days since last Letter>>) has accrued
to the outstanding debt

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

Yours sincerely,

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