

Name of debtor  
Address of debtor

Date of this letter

Dear Salutation of debtor

**Re: InvoiceInvoice dated Date**

We are disappointed to note that the invoice, which ought to have been paid by Paid by, remains outstanding. Payment is now Overdue days overdue.

Please note that if we do not receive payment of the above sum within 14 days of the date of this letter, we shall, without further reference to you, commence court proceedings against you for recovery of the said sum (together with any interest payable on such sum) and all our costs and expenses necessarily incurred.

Payment may be made Method of payment. You may contact us to discuss possible repayment options on the telephone number indicated above.

In the event that court proceedings are commenced, your liability for costs and interest may be increased if you have ignored this letter.

Yours sincerely

**Signatory's name**