

For the attention of **Customer Name**

Company Name Limited

Customer address

Customer address

Customer Town

Postcode

Date

Dear *N*,

Overdue Invoices

We have emailed, telephoned, left messages, tried to call you and sent you statements regarding our overdue outstanding invoice but still it remains unpaid :-

We now insist that we receive full payment of the total amount due within 7 days, otherwise reluctantly and without any more warnings we will issue a claim in the County Court which will increase our claim due to payable costs and daily interest will be applied.

We sincerely hope this can be avoided and we look forward to receiving this payment from you in time but if you are having problems paying these invoices, please call us to discuss.

So, we look forward to payment, or at least hearing from you to avoid unpleasant, time consuming and expensive legal proceedings.

Yours sincerely,

Your Company

Your Name

Managing Director