

[Name of Debtor]

[Address of Debtor]

[Date of Letter]

Re: Outstanding Debt of € [Insert Amount]

URGENT DEMAND

Dear [Mr/Ms Surname of Debtor],

You will note that the sum of €[Amount Due] is due by you. This amount is now outstanding more than **90** days.

We would like to draw it to your attention that in the event of non-payment by you we will commence our legal Debt Collection procedure in respect of your case and we will pursue the amount due by you together with legal costs until settled in full.

It is strongly in your interests to avoid the additional expense and embarrassment of a court appearance. We strongly advise you to take this opportunity to reach an amicable solution.

Please now pay the sum of €[Amount Due] due by you and return it to us by return of post [in the attached addressed envelope].

Yours faithfully,