

Reminder of Payment Letter

Dear Sirs,

Outstanding Account Value - £ (Insert sum)

The above sum was due for payment on XX/XX/XX but as at today's date no payment has been received.

Should your company have any legitimate reason for non-payment please contact us within the next three days so we can fully investigate any issue.

Should no query exist please be aware that the agreed contractual payment terms are strictly XX days and we make no provision for extended credit terms in our agreement.

Regards

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End of letter

For your information only

Do not include the information below in correspondence to debtors.

Late payment letter drafted for Contractor UK for its readers to use by [Safe Collections](#), a debt recovery and credit control company. If you have a customer you are concerned about who may be unable or unwilling to pay your invoices you can speak to Safe Collections on 01772 454505, for a free, no obligation, credit health check.