

Your Name
Your Company Name
Your Address
Your Address
Your Address
Your Address
Your email address

Debtor's Name

Debtor's Business Name (if applicable)
Debtor's Address
Debtor's Address
Debtor's Address
Debtor's Address

Served by email to debtor@domain.com????????? And by post

Date: ??????
Ref: ???????

Re: Overdue Payment

Dear ??????????,

I/we would like to remind you that your payment of £?????????, is now overdue. I/we appreciate that you may have been busy or simply forgotten, but I/we really need to see the payment within the week.

I/we would appreciate immediate confirmation that payment has now been paid - or is about to be paid.

The bank details for payment are below:

Account Name: ??????
Sort Code: ??????
Account Number: ??????
Ref: ??????

If I/we do not receive payment within a week, I/we may have to consider further debt recovery action, which will likely incur costs and interest at 8% above Bank of England base rate.

Yours faithfully
Your name ????????
Your company name??????????