

Outstanding Account Value:

Date:

Dear

As at today's date, we have yet to receive payment of the outstanding amount, which is now considerably overdue.

Our company has not yet levied any late payment or interest charges under "The Late Payment of Commercial Debts (Regulations) 2013".

However should payment in full not be received within the next seven days we may add these charges to your account. Please also note that our company has a policy of ceasing supply of work/services to any organisation with an account more than days in arrears.

We trust this will not be necessary and look forward to receiving payment by return.

Regards,