

Date: [Today's Date]

FAO – Purchase Ledger Dept.
[Debtor Company Name]
Address For Service:
[Debtor Address]
[Debtor Address]
[Debtor Address]
[Debtor Address]

Seven Day Letter
Immediate Action Required
[Your Telephone No]
Ref: [Your Own Reference]

Dear Sir / Madam

We have been instructed by [Your Company Name] to issue this letter as a final notice before action due to the fact that your company currently has an outstanding balance of £[Amount Owed Including Interest & Compensation] which dates back as far as [Date of Oldest Invoice]. This balance comprises of:

Overdue Invoices: £ [Amount Owed]
Interest: £ [Interest]
Late Payment Compensation: £ [Late Payment Compensation]

If payment in full is not received by our client within seven days from the date of this letter, our client, [your company name] reserves the right to instruct us to act in a 3rd party collection capacity on their behalf in this matter.

Please take a few moments to consider carefully the implications of non payment:

- If they haven't already, [Your Company Name] may apply any contractual interest or interest & compensation in relation to the Late Payment of Commercial Debts (Interest) Act 1998.
- If the above has already been applied, interest will continue to accrue.
- Additional charges for the cost of collection may be added.
- Legal action may be considered, resulting in further costs being added.

If this account is disputed, the onus is on you to furnish our client with details of the dispute before this notice expires.

Please see the reverse of this letter for details of how to make your payment.

Yours faithfully

Alex Smith

Pre Litigation Department

Interest and compensation may be claimed under The Late Payment of Commercial Debts (Interest) Act 1998 or under the terms of our client's contract.

THE ONLY CREDIT REFERENCE & DEBT RECOVERY AGENCY TO SPECIALISE IN THE CONSTRUCTION INDUSTRY

Registered Office
Top Service Ltd
2 & 3 Regents Court
Far Moor Lane

Redditch
Worcestershire
B98 0SD

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credit services association