

Date: [Today's Date]

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

Reminder
Immediate Action Required
[Your Telephone No]
Ref:[Your Own Reference]

Dear Sir / Madam

We have been instructed to act on behalf of our client, [Your Company Name], with reference to your company's overdue account, the balance of which now totals £[Amount Owed Including Interest & Compensation]. This amount comprises of:

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

Some of these overdue monies date back as far as [Date of Oldest Invoice] and you will appreciate that our client cannot wait indefinitely for this matter to be settled. If you have any queries with your account please telephone our client's credit control department on [Your telephone No]. Otherwise, please see the reverse of this letter for details of how to make your payment.

Yours faithfully

Alex Smith

Alex Smith

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
