

YOUR HEADED PAPER

Dear [CUSTOMER NAME]

Despite a number of reminders (*or promises*) you have not yet settled your account of £[AMOUNT OWED]. Therefore unless payment is received by [DD / MM / YYYY]\* the account will automatically be forwarded to our debt collection partner Creditreform who will add late payment fees and statutory interest.

I trust this payment will now be made and look forward to receiving by return

Kind Regards,

[YOUR COMPANY NAME]

\*a specific date normally seven days after you send this final demand