**Second Reminder of Payment Letter**

*Dear Sirs,*

*Outstanding Account Value - £ (Insert sum)*

*As at today's date, we have yet to receive payment of the outstanding amount, which is now considerably beyond the agreed contractual payment terms.*

*Our company has not yet levied any late payment or interest charges under the “Late Payment of Commercial Debt (Regulations) 2013” but we reserve our right to do so should your company fail to make immediate payment of the overdue amount.*

*We trust this will not be necessary and look forward to receiving payment of the overdue sum by return.*

*Regards***………………………………………………………………………………………………**

**End of letter**

**For your information *only***

***Do not* include the information below in correspondence to debtors.**

**Late payment letter drafted for Contractor UK for its readers to use by** [**Safe Collections**](http://www.safe-collections.com)**, a debt recovery and credit control company. If you have a customer you are concerned about who may be unable or unwilling to pay your invoices you can speak to Safe Collections on 01772 454505, for a free, no obligation, credit health check.**

**Late payment charges as outlined above can *only be charged* on commercial business to business (B2B) transactions and not on business to consumer (B2C) debts.**