**Final Demand Letter**

*Dear Sirs,*

***Final Demand***

*Outstanding Account - £ (Insert sum)*

*Late Payment Costs - £ (Insert sum)*

*Late Payment Interest - £ (Insert sum)*

*Total Outstanding - £ (Insert sum)*

*Despite previous reminders we are disappointed to note that the above amount remains outstanding.*

*As your company is now in breach of the agreed contractual payment terms we have reluctantly added further costs and interest in line with “Late Payment of Commercial Debt (Regulations) 2013”.*

*It is now imperative that this amount is settled in full, including late payment costs and interest charges within the next seventy-two hours. Failure to settle this now extremely overdue account will leave our organisation with little option but to pass this account to our chosen debt recovery agency, ‘[insert name].’*

*Please note: If debt collection agency ‘[insert name]’ is instructed to collect this overdue amount, your company will be liable for any additional debt collection costs incurred by us in their engagement.*

*We would therefore respectfully suggest that you treat this matter with the urgency it deserves and remit the full balance due plus associated late payment penalties immediately.*

*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.**

**The “Late Payment of Commercial Debts Regulations 2013” only applies to invoices raised after the 16.03.13.**