

[Date]

Accounts Department
xxxx

To Whom It May Concern:

Final Payment Reminder for invoice xxx

Further to our letter dated xx/xx/xxxx we are surprised to see that no payment has yet been received for the outstanding amount of GBP xx.

No doubt you will agree that it is in all our best interests to clear this account.

If you have already settled this account, kindly provide us with the proof of payment.

If you are unable to settle this debt in full please provide us with a proposal immediately.

Should payment not be forthcoming or we fail to agree alternative payment terms within 14 days we will be obliged to take legal action.

Yours sincerely,

[xxx]

Accounts Department
xxxx

Email:xxxx@xx.com