YOUR HEADED PAPER

[Customer Name]

[Customer Address]

**Without Prejudice**

**Outstanding Invoices – Company Name**

**Final Letter before Action – via email & tracked post**

We are disappointed to see that despite numerous requests, payment for the overdue invoices as listed below has still not been received.

|  |  |  |  |
| --- | --- | --- | --- |
| Invoice No | Invoice Date | Due Date | Amount |
| 00001 | 01/01/01 | 01/01/01 | €999.990 |
| 00002 | 01/01/01 | 01/01/01 | €999.99 |

Under the Late Payment of Commercial Debts Regulations 2013 we are entitled to claim late payment interest & compensation charges. This currently equates to €[[calculate here](http://www.mycreditcontrollers.co.uk/late_payment_interest_calculator.html)] therefore, the amount to pay as at today currently stands at €[total of invoice amount and compensation]

Take notice that if full payment of the **€[TOTAL]**is not received in our bank account by close of business on **[DATE - set to five working days from letter date]**, we shall, without further notice, begin legal action to recover the debt, all court costs and statutory interest of 8% above the European central bank base rate (fixed for the six-month period within which date the invoice became overdue) pursuant to the late payment legislation to be borne by yourselves.

To prevent this from happening please pay in full now.

Please accept our apologies if payment has been made within the last 24 hours.

This is our final communication on the issue.

On behalf of [Your Company Name]