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FORMAL DEMAND FOR PAYMENT

DATE	SENT BY	PREVIOUS LETTERS	DEADLINE FOR PAYMENT	AMOUNT DEMANDED

TO

Name
Title / company
Address
Email

FROM

Business
Address
Phone / email
Our reference

Dear Sir or Madam,

We write concerning the sum set out below, which is owed to us under the invoices and agreement listed and which remains unpaid despite our previous letters on the dates shown above. This letter is a formal demand for payment and the final notice before we commence proceedings.

Unless the full amount, including the interest and costs stated, is received by the deadline above, we intend to commence legal proceedings against you for recovery of the debt without further notice. If proceedings are issued, we will also seek court fees, further interest to the date of judgment and any costs allowed. We may in addition refer the debt to a collection agency and report the default where the law permits.

If you dispute all or part of this debt, you must tell us in writing, with reasons and any supporting documents, before the deadline. If you cannot pay in full, contact us before the deadline to propose a payment arrangement; we are willing to consider reasonable proposals.

This letter is sent in accordance with any applicable pre-action requirements. Nothing in it waives any of our rights.

Sum demanded

Date	Reference	Description	Amount

Principal (unpaid invoices)	
Interest to date (basis below)	
Late payment compensation / costs	
Total demanded	

Interest basis
Pay to (bank)
Agreement / terms relied on
Correspondence to

Yours faithfully,

Signed
Name and title
Date