**Template 12 – Letter of Final Demand**

[Insert company name]

[Insert company address]

[Insert date]

To:

[Insert customer details]

Dear [insert customer name or use ‘Dear sir/madam’],

**Re: invoice number(s): ..…………………….. Dated: ……………………….. Total invoice amount: ………………………**

We have repeatedly requested payment of your long overdue account in the amount of £[insert amount].

Interest is accruing on this amount at the rate of [insert percentage]% per month/year\* and currently amounts to £[insert amount]. The total amount now due is therefore £[insert amount]. Interest is increasing at [insert amount] pence per day.

Unless we receive payment in full of this amount by [insert date], we shall begin court proceedings against you. This will result in you being liable for legal fees and costs in addition to the amount above.

Yours sincerely [‘faithfully’ if you do not have the contact name],

[Insert your name]

[Insert your job title]

For and on behalf of [insert company name]

\* Please delete as appropriate.

**Note**: this letter should be printed on your company’s letterhead.