**Reminder of Payment Letter**

*Dear Sirs,*

*Outstanding Account Value - £ (Insert sum)*

*The above sum was due for payment on XX/XX/XX but as at today's date no payment has been received.*

*Should your company have any legitimate reason for non-payment please contact us within the next three days so we can fully investigate any issue.*

*Should no query exist please be aware that the agreed contractual payment terms are strictly XX days and we make no provision for extended credit terms in our agreement.*

*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.**