Final Demand - My Company Name

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| --- | --- |
| Customer Name or Company Name  Customer Address 1  Customer Address 2  Customer Address 3  Company Number: (If Applicable) | Your Name or Company Name  Your Address 1  Your Address 2  Your Address 3  Tel. +44 1234 567 890  Email: you@youremail.com |

Date: DD/MM/YY

Invoice reference: XXXXXX

Dear XX-XXX-XXXX,

Outstanding Invoice Value: £X,XXX.XX

Late Payment Interest: £XXX.XX

Late Payment Compensation: £XXX.XX

**Total Outstanding: £X,XXX.XX**

Despite previous reminders which were sent to you on DD/MM/YYYY and DD/MM/YYYY, we still note that the above account remains outstanding. This invoice related to [WORK/SERVICE PROVIDED] which was carried out on DD/MM/YYYY.

As this account is in breach of our agreed payment terms we have reluctantly added interest and compensation in line with “**Late Payment of Commercial Debts (Scotland) Regulations 2015**”.

We will not contact you again in relation to this matter so it is imperative that this amount is settled in full, including late payment compensation and interest charges **within the next 10 working days**. Failure to settle the account in the time mentioned will leave our organisation with little option but to forward this account to our legal team for recovery. This will lead to further charges being added as per the legislation.

We would therefore respectfully suggest that you treat this matter with the urgency it deserves and remit the full balance due as soon as possible.

Regards

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