**FINAL DEMAND**

**FINAL DEMAND LETTER**

Despite numerous calls and emails to you we have yet to receive payment of the invoices listed below. Please contact us immediately to confirm a payment date.

If we do not receive immediate payment we will be forced to refer the invoices to a debt collection agency, Sterling Debt Recovery. This will result in additional late payment charges and interest fees being added to the overall balance. Your credit rating may also be affected.

Invoice number: Amount: Due date:

If you have made payment in the past few days then please ignore this letter. Otherwise we would appreciate payment immediately to:

COMPANY BANK DETAILS

If you do have any query regarding this invoice then please email us at creditcontrol@MYCOMPANY.COM or call direct on TELEPHONE.

Sincerely,

Your Name