YOUR HEADED PAPER

[Customer Name]

[Customer Address]

[Date]

Dear Sirs,

Our Ref: [Customer Name]

**Second Request For Payment**

Further to our previous correspondence dated [date of first letter], your account is still overdue for payment. We would respectfully remind you that you have exceeded the trading terms for these outstanding amounts and we would be grateful to receive your remittance by return.

The details of the outstanding invoices are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Invoice No | Invoice Date | Due Date | Amount |
| 00001 | 01/01/01 | 01/01/01 | £999.990 |
| 00002 | 01/01/01 | 01/01/01 | £999.99 |

**[OPTIONAL SECTION - ADD INTEREST]**[We have a statutory right under the Late Payment of Commercial Debts Regulations 20XX to add interest and late payment compensation to the sum outstanding. This currently equates to £[[calculate here](https://www.mycreditcontrollers.co.uk/late_payment_interest_calculator.html)] therefore, the amount to pay as at today currently stands at £[total of invoice amount and compensation].

We look forward to hearing from you.

Yours sincerely

On behalf of [Your Company Name]