

**(Letterhead)**

## **ACCOUNT REMINDER**

Date

(Debtors name)

(Debtors address)

Ref: Invoice # \_\_\_\_\_

Date of invoice \_\_\_\_\_

Amount Outstanding \$ \_\_\_\_\_

Dear

We refer to your outstanding account and note the sum of \$ \_\_\_\_\_ is  
(7/14/30/45/60/90 days) overdue according to our trading terms of (7days/14 days/30  
days).

Unfortunately, we are not in a position to extend credit any further and we would  
appreciate receiving your payment for the amount due by (date). Our bank details are  
on the invoice or you may pay by credit card.

Yours truly,

(Name)

(Position)

(Your company name)

(Letterhead)

## FIRST LETTER OF DEMAND

Date  
(Name of Debtor)  
(Address of Debtor)

**Re: Outstanding Account**

**Ref: Invoice #** \_\_\_\_\_

**Date of Invoice** \_\_\_\_\_

**Amount Outstanding \$** \_\_\_\_\_

Dear

We refer to our invoice and to our previous account reminders and note no payments have been received from you to settle the debt.

Your account is well in excess of our normal trading terms and is now overdue by 30/60/90/120 days.

We require payment of the outstanding sum of \$.....within 7 days. Our bank details are on your invoice or you may pay by credit card.

Yours truly,

Name  
Position  
Company name

**(Letterhead)**

## **FINAL LETTER OF DEMAND**

Date  
(Debtors name)  
(Debtors address)

**Re: Outstanding Account**

**Ref: Invoice #** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Amount Outstanding \$**

Dear

We refer to our invoice, and to previous correspondence and note that no payments have been received and no satisfactory arrangements entered into for payment. Our ledger reveals that this account is outstanding by 30/60/90/120 days.

We hereby notify you that unless the whole outstanding sum of \$ \_\_\_\_\_ is received by us within seven (7) days then we shall have no option but to consider putting the debt into the hands of our solicitors with instructions to institute legal proceedings.

Yours truly,

Name  
Position  
Company name

## NOTICE OF INTENTION TO SUE

Date

(Debtors name)

(Debtors address)

Particulars of transaction to  
which debt relates:

Invoice # \_\_\_\_\_

Date \_\_\_\_\_

(Description of purchase)

Amount owing: \$

You are indebted to this company in respect of the transaction and for the amount specified above.

TAKE NOTICE the management have decided that unless you pay the full amount of the debt within (7) seven days from the date of this notice, or you make within that time a reasonable and acceptable offer to pay the debt by regular instalments, legal proceedings will be commenced against you.

You may wish to take this opportunity to satisfy the debt.

Yours truly,

Name

Position

Company name

(Letterhead)

## NOTICE TO ISSUE SUMMONS

Date  
(Debtors name)  
(Debtors address)

**Re: Outstanding Account**

**Ref: Invoice #**  
**Dated**  
**Amount \$ \_\_\_\_\_**

Dear

We refer to our invoice and previous correspondence and note that no payments have been received and no satisfactory arrangements entered into for payment. Our ledger reveals that this account is outstanding by 30/60/90/120 days.

We hereby notify you that WE WILL BE ADVISING OUR SOLICITOR AT 10 AM ON (DAY & DATE) TO **ISSUE A SUMMONS IMMEDIATELY.**

This notice is final.

Yours truly,

Name  
Position  
Company name