**Final Payment Demand - Template**

Dear [Insert First Name],

Please find enclosed a statement of account showing an amount of $[Insert Amount] outstanding, this balance was due for payment in [Insert Month]

This account is now well outside our normal trading terms.

Although we have contacted you on several occassions requesting settlement of your account, to date, this account remains outstanding.

We would appreciate your urgent attention to this matter. If payment is not received by [INSERT FINAL DUE DATE - 14 DAYS AFTER LETTER], we will place the debt in the hands of a debt collector and commence legal action.

Under our terms and conditions of trade this will mean that you will incur collection costs over and above your original debt, and that we may take whatever action we deem necessary to recover this debt.

We trust that this will not be necessary.

If you have already forwarded payment please disregard this letter.

Yours faithfully,

[Insert Full Name] Client Manager