

Letter of final notice before legal proceedings

[*Business name*]

[*Business Address*]

[*Date*]

Re: Invoice no: [number here]

Dear [*Sir / Madam*],

We are very surprised and disappointed that you have not replied to our letter sent on [*date*] where we sent a final reminder that your account is overdue by [*amount*].

We have always had good business relations in the past but as a [*small/medium sized*] business ourselves, we cannot allow overdue amounts to remain unpaid indefinitely. Unfortunately, this means that with regret we must inform you that unless this amount is paid by [*date*] we will have no other option but to begin legal proceedings to recover the overdue amount.

If there are any outstanding reasons why you have not yet paid, please get in touch immediately so we may discuss them further.

Yours Sincerely,

[*Name*]

[*Title*]

[*Email*]