**Letter in reply to client that payment is not yet due**

[name and address of client]

[date]

Dear [insert name]

**Account number:** [your account number] **Amount overdue** [enter amount]

Thank you for your letter of [date].

I do not accept your comments regarding the payment not yet being due. This is because [set out your reasons].

In accordance with our terms of business, payment is due [state when]. The invoice below is overdue, so I ask that you please make payment without further delay.

I accept payment by [set out payment methods and contact details for payment where appropriate].

Please notify me once payment has been made, so that I may confirm receipt and update our late-payments records.

In the event of non-payment, we reserve the right to add interest and late-payment charges to the debt, in accordance with [our Terms and Conditions of Business] **OR** [the Late Payment of Commercial Transactions Regulations 2012.]

Yours sincerely

[name]

[title]