**First letter chasing an overdue payment**

[name and address of client]

[date]

Dear [insert name]

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

I am writing to you because payment for invoice no. [insert invoice number] is now [number days] days overdue.

I have not heard from you regarding the invoice, and you have not queried your account, so I can assume the balance is not disputed.

Please find a copy of the invoice enclosed.

I would be grateful to receive settlement of this outstanding amount as soon as possible.

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