

# DEBT COLLECTION LETTER

To: \_\_\_\_\_

From: \_\_\_\_\_

**Subject:**

Outstanding Debt and Demand for Payment

Dear Sir/Madam, This letter serves as a formal notice regarding your outstanding debt owed to the undersigned. Despite previous reminders, the amount detailed below remains unpaid. Please consider this letter a final demand for payment. We urge you to settle this debt promptly to avoid further legal action.

**Details of Debt:**

Account Number: \_\_\_\_\_

Invoice Number(s): \_\_\_\_\_

Outstanding Amount (GBP): \_\_\_\_\_

Due Date: \_\_\_\_\_

Please be advised that if payment is not received in full within 14 days of receipt of this letter, we reserve the right to initiate legal proceedings to recover the debt without further notice. This may result in additional costs and interest charges as permitted by law.

Payment should be made by bank transfer to the following account: Account Name: \_\_\_\_\_

Bank: \_\_\_\_\_ Sort Code: \_\_\_\_\_ Account Number:

\_\_\_\_\_ Reference: Please quote your account or invoice number

If you believe this letter has been sent in error or you wish to discuss your account, please contact us immediately at the details below to avoid legal action.

**Contact Information:**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

This letter is without prejudice and does not waive any rights or remedies available under UK law. It is issued in

accordance with the statutory requirements of the Limitation Act 1980 and the Pre-Action Protocol for Debt Claims in England and Wales.

**Creditor's Signature**

**Debtor's Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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