

DEBT LETTER

To: _____

From: _____

Subject:

Notice of Outstanding Debt and Demand for Payment

Dear Sir/Madam,

This letter serves as a formal notice of an outstanding debt owed to us. Despite previous reminders, the amount detailed below remains unpaid. We hereby demand immediate payment pursuant to the terms set forth in this notice and in accordance with applicable UK law.

Details of Debt:

Creditor Name: _____

Creditor Address: _____

Debtor Name: _____

Debtor Address: _____

Invoice Number / Reference: _____

Original Debt Amount (GBP): _____

Outstanding Amount (GBP): _____

Description of Debt: _____

Payment Instructions:

Please arrange payment in full by cleared funds to the following account without delay. Failure to do so will result in further action to recover the debt including but not limited to legal proceedings, which may incur additional costs for which you will be liable.

Bank Name: _____

Account Name: _____

Sort Code: _____

Account Number: _____

Reference: _____

Legal Notice:

This notice is sent in accordance with the laws of England and Wales. If the outstanding amount is not paid within 7 days from the date of receipt of this letter, we reserve the right to initiate legal proceedings without further notice. Such proceedings may result in additional costs and interest, which you will be responsible for. Nothing in this letter affects

our rights under the Limitation Act 1980 or any other applicable legislation.

Interest on Overdue Amount:

Interest shall accrue on the overdue amount at the statutory rate under the Late Payment of Commercial Debts (Interest) Act 1998, calculated daily from the due date until payment is made in full.

Dispute Resolution:

If you dispute the validity of this debt, please notify us in writing immediately with full details of your dispute. Failure to notify within 7 days shall be deemed a waiver of any dispute and acceptance of the debt.

Contact Details:

For any queries or to discuss this matter, please contact our accounts department without delay.

Contact Name: _____
Phone Number: _____
Email Address: _____
Postal Address: _____

Yours faithfully,

Creditor Signature

Debtor Signature

Signature: _____

Signature: _____

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