

FINAL DEMAND LETTER

Sender Information:

Name / Company: _____

Address: _____

Phone / Email: _____

Recipient Information:

Name / Company: _____

Address: _____

Phone / Email: _____

Reference:

Invoice Number / Contract Reference: _____

FINAL DEMAND FOR PAYMENT

Dear Sir/Madam,

This letter serves as a formal final demand for payment in respect of the outstanding amount owed to us under the terms of the Agreement between us.

Outstanding Amount:

Please be advised that the total amount due and payable is £_____ (GBP). This amount remains unpaid despite previous reminders and requests for settlement.

Demand for Payment:

We hereby demand that you make payment of the full outstanding amount without delay. Failure to remit payment in full within seven (7) calendar days from receipt of this letter will leave us no alternative but to initiate legal proceedings to recover the debt, including any additional costs and interest incurred.

Interest and Costs:

Pursuant to the Late Payment of Commercial Debts (Interest) Act 1998, interest will be charged on the outstanding amount at the statutory rate applicable in England and Wales from the date payment was due until the date the amount is paid in full. Furthermore, you shall be liable for all costs incurred in the recovery of this debt, including but not limited to legal fees.

Reservation of Rights:

Nothing in this letter shall be construed as a waiver of any of our rights or remedies, all of which are expressly reserved.

Contact Information:

Should you have any queries regarding this demand or require clarification, please contact us immediately at the details provided above.

Governing Law:

This demand and any dispute arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales, and the courts of England and Wales shall have exclusive jurisdiction.

Yours faithfully,

Sender's Signature

Recipient's Signature

Signature: _____

Signature: _____

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