

## LATE PAYMENT NOTICE

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

Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

### To:

Recipient Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone/Email: \_\_\_\_\_

**Invoice Reference:** \_\_\_\_\_

**Invoice Amount:** \_\_\_\_\_ **GBP**

**Outstanding Amount:** \_\_\_\_\_ **GBP**

We refer to the above invoice, which, according to our records, remains unpaid. We kindly request that you make payment immediately to avoid any further action.

### 1. Payment Request

Please arrange payment of the outstanding amount without further delay. Failure to do so may result in additional charges, interest, and recovery costs as permitted under the Late Payment of Commercial Debts (Interest) Act 1998.

### 2. Interest and Charges

In accordance with UK legislation, interest will be charged on overdue amounts at the statutory rate plus any reasonable debt recovery costs incurred.

### 3. Consequences of Non-Payment

If payment is not received within the specified period, we reserve the right to initiate legal proceedings to recover the debt, which may incur additional costs for which you will be liable.

### 4. Dispute Resolution

If you believe there is an error in this invoice or wish to discuss the matter, please contact us immediately to resolve any disputes amicably.

### 5. Governing Law

This letter and any related agreement shall be governed by and construed in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales.

### 6. Final Notice

This letter serves as a final formal notice for payment. Please treat this matter with urgency to avoid escalation.

We trust this matter will be resolved promptly. Should you require any assistance or clarification, please do not hesitate to contact us using the details provided above.

**SENDER'S SIGNATURE**

**RECIPIENT'S ACKNOWLEDGEMENT**

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

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

Original source of this document:

<https://legaltemplates-uk.com/late-payment-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.