[Debtor's Name]
[Debtor's Company Name]
[Debtor's Address]
[City, Postcode]

[Your Company Name]
[Your Company Address]
[City, Postcode]
[Phone Number]
[Email Address]

[Date]

Without Prejudice

Re: Unpaid Invoice – [Invoice Number]

Dear [Debtor's Name],

We are writing to you regarding the outstanding payment of **£[Amount]** which was due on **[Due Date]**. This amount relates to the invoice referenced above, issued on **[Invoice Date]**, for services/products provided by our company, **[Your Company Name]**.

Despite our previous reminders, we have not yet received payment. Please be advised that under the Late Payment of Commercial Debts (Interest) Act 1998, we are entitled to claim interest on this overdue amount at the statutory rate of 8% above the Bank of England base rate, as well as compensation for debt recovery costs.

Action Required:

We require immediate payment of the outstanding amount of **£[Amount]**, plus interest and compensation as detailed below:

- **Principal Amount Due:** £[Amount]
- **Interest (calculated up to [Date]):** £[Interest Amount]
- **Compensation for Debt Recovery Costs:** £[Compensation Amount]
- **Total Amount Due:** £[Total Amount]

Payment should be made in full by [Date] (14 days from the date of this letter) to avoid further action. Our bank details are as follows:

- **Account Name:** [Your Company Name]
- **Sort Code:** [Sort Code]

- **Account Number:** [Account Number]
- **Reference:** [Invoice Number]

If payment is not received by the above deadline, we will have no option but to commence legal proceedings against you without further notice. This may include filing a claim in the County Court, which could result in additional costs, including court fees and legal expenses, being sought from you.

We sincerely hope that this matter can be resolved amicably without the need for legal action.

Please do not hesitate to contact us if you believe there has been an error or if you wish to discuss this matter further.

Yours sincerely,

[Your Name]
[Your Position]
[Your Company Name]