



# COMMERCIAL

CH4B TEMPLATE - JULY 2023

Dear {INSERT NAME},

Re: Outstanding Balance: £ {INSERT AMOUNT}

We write further to our previous reminders and communications and note that our invoice/s remain/s outstanding.

Unless payment is made in full for the outstanding balance within the next seven days, we will pass your details to our debt collection agency, Athena Collections, to recover the debt on our behalf, which will include a claim for additional costs and interest in accordance with our statutory rights.

We hope this course of action is not necessary and look forward to receiving your payment in due course.

**YOURS SINCERELY,**

*Your Name*

**Your Name**  
Your Position



# CONSUMER

CH4B TEMPLATE - JULY 2023

Dear {INSERT NAME},

Re: Outstanding Balance: £ {INSERT AMOUNT}

We write further to our previous reminders and communications and note that our invoice/s remain/s outstanding.

Unless payment is made in full for the outstanding balance within the next seven days, we will pass your details to our debt collection agency, Athena Collections, to recover the debt on our behalf.

We hope this course of action is not necessary and look forward to receiving your payment in due course.

**YOURS SINCERELY,**

*Your Name*

**Your Name**

**Your Position**