

Calderstone Construction Limited

Calderstone House, Leeds Road, Huddersfield, HD1 3AB

VAT Reg: GB 123 4567 89 | Company No. 01234567

31 January 2025

PRIVATE & CONFIDENTIAL

Accounts Payable

[Customer contact name]

[Customer address line 1]

[Customer address line 2]

Dear Sir/Madam

FINAL DEMAND FOR PAYMENT — OUTSTANDING BALANCE £150,000.00

We refer to the above account, on which a balance of £150,000.00 has now been outstanding for in excess of 90 days. Despite our earlier reminder correspondence, this amount remains unpaid.

Account summary:

- Customer account: Private small works — misc (CUST-009)
- Outstanding balance: £150,000.00
- Original payment terms: 14 days from invoice date
- Days overdue: 90+

This letter constitutes formal notice under our standard terms of business. We require payment in full within 7 days of the date of this letter. If payment, or a satisfactory proposal for payment, is not received within this period, we will have no alternative but to:

1. Suspend any further works or supply to this account;
2. Refer the matter to our solicitors / a debt recovery agent for formal collection proceedings; and
3. Pursue recovery of all reasonable costs incurred in doing so, together with statutory interest under the Late Payment of Commercial Debts (Interest) Act 1998, where applicable.

We would, of course, prefer to resolve this matter without recourse to formal action. If there is a query or dispute relating to this balance that we are not aware of, or if you wish to discuss a structured payment plan, please contact our credit control team on the details below as a matter of urgency.

This matter has been escalated to director level in line with our internal credit control policy for balances exceeding 90 days, and the Board has been notified.

Yours faithfully,

[Finance Manager name]

Finance Manager, Calderstone Construction Limited

Direct: 01484 XXX XXX | credit.control@calderstoneconstruction.co.uk

This letter is issued in accordance with Calderstone's documented Credit Control Escalation Policy (Reference Data workbook). A copy is held on the customer's account record.