

Euler Hermes Collections

FINAL NOTICE

Date: _____

Dear _____

Reference: _____

Overdue Amount: _____

We understand that, despite a number of reminders and requests for payment from our client, you have failed to settle your account with them as detailed above.

If your non payment is a result of an oversight, you should forward your payment in settlement of this account directly to your supplier at the address below.

Regrettably, failure to pay within 7 days of the date of this letter will result in immediate instigation of recovery proceedings without further reference to you. If you have settled your account with our client in the last couple of days, please disregard this notice.

Supplier: _____

Address: _____

Yours faithfully,



C.I. Beckman
Senior Commercial Collector