

Dear Sir/Madam,

**Re:** (name of client)

We act on behalf of the above named which instructs us that you are indebted to it in the sum of \$

We are further instructed that this amount is now overdue pursuant to our client's payment terms and you have failed to pay this amount within such terms.

You are therefore advised that unless payment of the amount owing is forwarded to this office within 5 days from the date hereof, proceedings may be instituted for the recovery of the same and this may involve you in further legal costs.

Yours faithfully,