*In order to complete Stage 1 of the Debt Recovery Claim process, please write a letter to the third party who owes you the debt in the following terms (entering the appropriate details in the* ***[bold]****:*

Your Name (insert) Date (insert)

Address (insert)

Recipient Name (insert company/name)

Address (insert)

Dear (insert name),

**FINAL NOTICE**

We are very concerned that we have still not received payment of your outstanding account(s) **[insert invoice numbers]**.

Unless payment of the full amount is received within 14 days, we intend to instruct legal counsel to start formal legal procedures to recover the debt.

We accept payment by **[set out payment methods and contact details for payment where appropriate]**.

Please notify us once payment has been made so that we may confirm receipt, update our late payment records and prevent a formal legal action from being taken against you.

In the event of non-payment, we reserve our right to add any late payment charges, interest and legal costs to the debt.

Yours sincerely,

**[Insert name and title]**

*If payment is not forthcoming within 14 days please send the invoices and copies of all correspondence related to the debt to the Claims Manager (you will find the reporting details in the Schedule to your policy).*