**Notice of default sample letter**

Name

Address

City

Country

Name debtor

Address debtor

City debtor

Country debtor

Date

Subject: payment reminder

Reference number: invoice number

Dear Madam/Sir,

To this date, we have still not received payment for the following invoice(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference number** |  | **Invoice date**  | **Amount** |
|  |  |  | Total |

As of today, we suspend all further work, deliveries, guarantees and other obligations towards you. You have failed to fulfil your payment obligation and have been in default for some time.

If we have not received full payment of the total outstanding claim of **AMOUNT** by **DATE, include a payment term of 1-2 days**,then we shall immediately transfer the claim for collection to Bierens Debt Recovery Lawyers. All additional costs related to the collection, which will amount to at least 15% of the principal sum, shall be charged to your account based on our general terms and conditions.

Your sincerely,

**Contact person**

**Company name**