



SAMPLE FINAL WARNING LETTER TO DEBTORS

ABC Ltd
123 Any Street
PLAYTOWN

The amount of the original invoice/s plus accrued interest plus any administration fees charged

Date

Dear Customer

FINAL WARNING

Despite our requests it is with concern that your account remains unpaid.

Unless payment in full of (\$XXXX) is received within 7 days from today's date we have been advised to pass collection of this account onto our debt collection agency, Cash Flow Doctors.

This means that you will incur additional costs of (\$XXXX) in addition to the amount currently outstanding. It will also mean that your credit rating is adversely affected. We trust that this will not be necessary.

Please also refer to the clauses that have been highlighted attached terms of trade which you have agreed to.

Payment can be made direct to our account with XYZ Bank XXX XXXXXXXX XX

If you have already made payment please advise the method used and date it was made so that we can update our records.

Yours faithfully

Add on collection costs. If the total amount outstanding is \$250 or less use \$50 otherwise use the total amount outstanding x 25%

Your name

Warning – it is a breach of the Fair Trading Act to charge interest, administration fees & collections costs **unless** you have disclosed your right to do so. Wording on your invoice may be insufficient for disclosure requirements. Call 06 391 7626 if unsure.