Sample Seven Day Notice:

[Today’s Date]

Company Name  
Address 1  
Address 2   
Address 3  
Address 4

Dear [Customers name], (use Mr or Ms rather than first name)

**SEVEN DAY NOTICE** - Overdue Account € \_\_\_\_\_\_\_

You have received numerous reminders regarding this outstanding balance and to date no response has been received.

Your immediate attention is sought to this urgent matter.

Please pay this account by 5pm on **[7 days after today’s date].** On this date your account will be closed, all late payment interest and charges will be added and it will be passed to our legal team for collection.

Your immediate action is required to avoid this action that will jeopardize you credit rating and result in additional costs for you.

Yours Sincerely,

Your Name  
Title   
Your Company details

Tel: 01 2345678  
Fax: 01 2345679  
Email: ar@abcdef.com

By Registered Post