**Debt Recovery Letter template**

**Note for Brokers/Insureds regarding the use of this document**

Your Delta policy includes a Debt Recovery service. The policy will indemnify you for costs arising from a dispute where you are owed payment. As per Stage 1 conditions under the Debt Recovery Section of Cover, must complete this letter below, inserting the relevant text in blue and sending it to your debtor, on your company letterhead.

If, on expiry of the fourteen (14) calendar days allowed to pay as specified in the letter, you have not received payment, you can move to Stage 2, as per the terms and conditions of the Policy.

Please note this letter may be issued electronically, there is no requirement for a hard copy to be sent.

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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 solicitors 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]***

**Remove all red text from the letter before issuing the final letter.**