**Late Payment Letter Form – Partnerships & Limited Companies**

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**Your details.**

|  |  |
| --- | --- |
| **Organisation name:** |  |
| **Contact name:** |  |
| **Contact email address:** |  |

|  |  |
| --- | --- |
| **Legal status of your organisation:** | **Tick** |
| Sole trader | **☐** |
| Partnership | **☐** |
| Limited liability partnership | **☐** |
| Limited company | **☐** |
| Unincorporated association | **☐** |

**Your opponent’s details.**

|  |  |
| --- | --- |
| **First name:** |  |
| **Last name:** |  |
| **Job title:** |  |
| **Organisation name:** |  |
| **Company number (if appropriate):** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Fax number:** |  |
| **Email address:** |  |
| **Customer Reference:** |  |

|  |  |
| --- | --- |
| **Legal status of your opponent:** | **Tick** |
| Sole trader | **☐** |
| Partnership | **☐** |
| Limited liability partnership | **☐** |
| Limited company | **☐** |
| Unincorporated association | **☐** |

**Amount outstanding.**

|  |  |
| --- | --- |
| **Amount outstanding:** |  |

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| --- |
| **Please send a late payment letter as soon as possible.** |

|  |  |
| --- | --- |
| **Full name:** |  |
| **Signed:** |  |

Please return this form to: mail@bennettwilliamssolicitors.com