**Letterhead**

**Date**

**RE - Late Payment (s)**

Dear **xxxxxx**

Our surgery has a contract with you to provide a healthcare service to our registered list of patients.

The service we deliver on your behalf is

**xxxxxxxxxxxxxxxxxxxxxx**

Whilst we have been providing this service to our registered list of patients we have not received up to date payments from you.

The initial outstanding debt is

**xxxxxxxxxxxxxxxxxxx**

We are not able to deliver services to patients at a financial loss to our business. Delivering services at a financial loss risks the ability to continue to deliver safe care.

Debts that are greater than 30 days late are subject to the Late Payment of Commercial Debts Act of 1998. Such debts are subject to interest payments at a rate of 8% above the Bank of England base rate and a fixed rate sum. For values up to £999.99 the fixed rate sum is £40.

As such, the current value of your outstanding debt to us is

**Value of initial debt + 8% interest + fixed sum penalty**

I would be grateful if you would make this payment as soon as possible to avoid further interest on the late payment and the potential of legal action to recover the outstanding debt.

Yours Sincerely,

Practice Manager

Cc Doncaster LMC