

Refusal To Pay Letter

Subject: Refusal to Pay Invoice [Invoice Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the matter concerning the outstanding invoice, [Invoice Number], issued to [Company Name] on [Invoice Date] for [Product/Service].

I regret to inform you that, despite multiple attempts to resolve this matter amicably, the payment for the aforementioned invoice remains outstanding for [Number of Days/Weeks/Months]. This extended period of non-payment has caused significant inconvenience and financial strain on my business.

To reiterate the terms and conditions agreed upon in our contract [or any other relevant agreement], payment for the invoice was due within [Number of Days] from the date of receipt. As outlined in the invoice, failure to remit payment within the specified timeframe incurs a late payment fee of [Amount/Currency] per day.

I kindly request that you immediately remit the outstanding payment for the aforementioned invoice, including the late payment fee calculated up to this date. Failure to settle the amount within [Number of Days/Weeks] of receiving this letter will leave me with no choice but to pursue legal action to recover the debt. Please be advised that this may result in additional costs, including legal fees, which you will be responsible for.

I believe in maintaining positive business relationships and would prefer to resolve this matter outside of legal proceedings. If there are any extenuating circumstances or issues preventing payment, please communicate them to me as soon as possible, and we can explore possible alternatives to reach a resolution.

To facilitate the prompt payment of the outstanding amount, I have attached a copy of the invoice to this letter for your reference. Should you require any further clarification or documentation, please do not hesitate to contact me.

I anticipate your immediate attention to this matter. I trust that we can resolve this situation promptly

and preserve our business relationship. Thank you for your cooperation.

Sincerely,

[Your Name]