

# Oh, You Forgot to Pay Me?

Late Payment Email Templates for Locums (Vet Nurses & Vets)





# Hey Locum Legends,

Chasing payments isn't fun — but being professional and prepared makes it a LOT easier.

Here are your ready-to-go email templates for when a practice "forgets" to pay you. Stay calm, stay professional, and secure that bag.

Grom:



# Friendly Reminder Email (Polite Nudge)

## New Message



To: Vet practice Manager

Subject: Invoice #[XXX] — Follow-Up

Hi [Practice Manager Name],

I hope you're well!

Just a quick follow-up regarding my invoice #[XXX] sent on [Date]. I wanted to check if it has been received and processed for payment.

I have attached the invoice on this email for reference.

Thank you so much! Best regards, [Your Name] [Your Contact Info]









Remind me



Save as Draft





# First Formal Reminder (Firm but Professional)

## New Message



To: Vet practice Manager

Invoice #[XXX] - Payment Overdue Subject:

Hi [Practice Manager Name],

I'm writing to remind you that my invoice #[XXX], dated [Date], was due for payment on [Due Date] and is now overdue.

Under the Late Payment of Commercial Debts (Interest) Act 1998, I am entitled to charge statutory interest and late payment fees if the invoice remains unpaid.

Please can you confirm when payment will be made? A copy of the invoice is attached for your convenience.

Kind regards, [Your Name] [Your Contact Info]

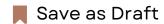


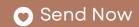






Remind me







# **Final Reminder**

# New Message



To: Vet practice Manager

Subject: Final Reminder -Invoice #[XXX]

Hi [Practice Manager Name],

Despite previous reminders, my invoice #[XXX] remains unpaid. Payment was due on [Due Date].

Please be advised that if payment is not received within [7] days, I will have no choice but to begin formal recovery proceedings, which may include statutory interest, compensation, and additional recovery costs.

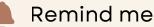
I would prefer to resolve this matter amicably and promptly. Please confirm payment today.

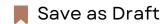
Kind regards, [Your Name] [Your Contact Info]















# **Escalate if Necessary**

- ✓ Small Claims Court (easy online process for debts under £10k)
- ✓ Debt Recovery Agency (some charge a fee, others collect costs from the debtor)
- ✓ Letter Before Action (official notice warning them you're serious)



# How We Can Help

• MFL community - ask fellow locums





### Get free debt advice

Get free, confidential and independent advice on dealing with debt problems across the UK - telephone, fax, opening hours, website

