

Date: [Insert Date]

To:

[Recipient Name/Department]

[Company Name]

[Company Address]

RE: URGENT DEMAND FOR PAYMENT - ACCRUED TRADE FINANCE PENALTY CHARGES

Dear [Contact Person Name],

This letter serves as a formal demand for the immediate payment of outstanding penalty charges accrued on your trade finance facility, specifically related to [Insert Facility/Reference Number].

As per our records and the terms agreed upon in the [Insert Agreement Name/Date], your account has incurred penalties due to [State Reason, e.g., late repayment/delayed documentation] as of [Insert Date]. Despite previous notifications, these charges remain unpaid.

Payment Summary:

- Principal Overdue Amount (if applicable): [Insert Amount/Currency]
- Total Accrued Penalty Charges: [Insert Amount/Currency]
- **Total Outstanding Balance: [Insert Total Amount]**

Please remit the total amount of **[Insert Total Amount]** to the following account no later than [Insert Deadline Date]:

Bank Name: [Insert Bank Name]

Account Name: [Insert Account Name]

Account Number: [Insert Account Number]

SWIFT/IBAN: [Insert Details]

Failure to settle this balance by the aforementioned date may result in further actions, including the suspension of credit lines, a reduction in your credit rating, or legal proceedings to recover the debt. We trust such measures will be unnecessary.

If payment has already been sent, please provide the transaction confirmation/MT103 immediately. Should you have any queries regarding these charges, contact us at [Insert Phone Number/Email].

Yours sincerely,

[Your Name]

[Your Title]

[Your Company Name]