<Your Trading Name>

<Address>

<Wine Company>

<Address>

Dear ######,

**OUTSTANDING INVOICE**

Please find enclosed our invoice for payment for grapes delivered to you for which payments remain outstanding.

The SA Wine Grapes Industry Act Ministerial Order (attached) requires that payment for two-thirds of the agreed sale price should be completed by 30 June and we note that despite numerous requests by us for payment that has not been forthcoming.

Note that interest on the outstanding debt has been included in the invoice. SA law through the Order requires a processor to pay interest on amounts in default. The interest rate is equivalent to the Commonwealth Bank overdraft rate (???% p.a. as of ?? August 2017) plus a premium of 1%, rising to a premium of 5% for debts remaining after 31 December.

I urge you to settle this matter immediately or I will refer the matter to my legal adviser.

Should you wish to clarify any of the above, or to discuss this matter further, please don’t hesitiate to ring me on ########.

Yours sincerely,

<Your name>

< Date>