Dear Sir/Madam,

(тут можно конкретного топ-менеджера, если известен, а в копию надо поставить все контакты, которые есть по этой компании)

We regret to inform you that the following research projects conducted for your organization by (вставьте название вашей компании) are extremely overdue:

(Список проектов с названием клиента, проектами и их номерами, суммами, датами и прочими деталями)

It is inacceptable that you do not pay your invoices in time! I am attaching them again for the immediate payment.

(Приложите к письму инвойсы)

If you do not pay in one week time till (добавьте дату), we will be forced to perform unfriendly actions

against your company. We made multiple attempts to convince you to pay, so this is our last notice before we do the following:

* Inform key industry associations (ESOMAR, Insights Associaton, ARF, EPhMRA (это особенно важно для фармы), and your local association (можно найти в поиске по странам здесь <https://www.esomar.org/community/our-people/association-search?go=search&keywords>=) about the improper business behavior of your company;
* Write to the most important media in research world so they can disseminate this information to the wider audience: Quirk’s, GreenBook, Research World, Survey Magazine, Inside Research, P&A;
* Post messages in the influential LinkedIn and Facebook groups that unite thousands of research professionals globally so they can blacklist your company and never work with you neither as buyers nor suppliers;
* Negative information about your company will be posted on our corporate website (напишите адрес своего сайта) in English and Russian languages.
* We anticipate your immediate reaction to this letter and prompt payment.

Regards,

(имя и контакты менеджера)