XXX XXX 2025

**Subject: [Insert Service] requests immediate address of delayed payment.**

Dear [Insert Commissioning Body Stakeholder],

I am writing from [Insert Service] to impress upon you the critical importance of repaying owed monies and providing assurance of prompt payment of public contracts.

Late payment legislation ([Procurement Reform (Scotland) Act 2014](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2022/05/procurement-reform-scotland-act-2014-statutory-guidance/documents/procurement-reform-scotland-act-2014-statutory-guidance/procurement-reform-scotland-act-2014-statutory-guidance/govscot%3Adocument/procurement-reform-scotland-act-2014-statutory-guidance.pdf)) places a statutory duty on all public bodies to pay commercial debt within 30 days, allowing businesses to claim interest and recovery costs if their services are not paid for on time. Effective contract management and monitoring is critical to ensure that prompt payment continues to be applied throughout the duration of the contract. It is the prime contractor’s responsibility to monitor and support prompt payment to all sub-contractors involved in delivering a public contract.

As a member of Scottish Care, the representative body of over 350 organisations delivering residential care, nursing care, day care, care at home and housing support services, I am aware of the impact of delayed/late payment on the ongoing sustainability of my own service and those across my local area.

Previous [Scottish Care research](https://scottishcare.org/wp-content/uploads/2024/05/FINAL-WEBSITE-Delayed-Payment-Briefing-Paper-2024.pdf) (May 2024) detailed the level of late payment providers’ such as ourselves are working with, finding from the cases provided:

* An average amount owed of £303,986 beyond 30 days.
* A total amount of £6,079,720 owed beyond 30 days.
* An average amount of £139,990 owed beyond 60 days.
* A total amount of £4,339,690 owed beyond 60 days.

If vital community care services such as our own are not remunerated for delivered services, our very existence comes under threat. It is those in need of care and support in [Insert Locality] who will suffer.

Given the ongoing financial constraints impacting our organisation and the adult social care sector, never more has such cash flow been as vital to the sectors ongoing sustainability.

Given such fiscal pressures, the untimely receipt of funds for delivered care and support will have a significant impact on my services’ ability to deliver high-quality, person led care in sustainable manner. I therefore stress the necessity of prompt payment to my organisation and offer to work collaboratively with [Insert HSCP] to expedite this process.

Yours sincerely,

[Insert Signature]