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| **Client Name**  **Client Address 1**  **Client Address 2**  **Client Address 3** | **Your Name (or Company name)**  **Your Address 1**  **Your Address 2**  **Your Address 3** |

Date: **DD/MM/YYYY**

Payment references: **If Applicable**

Dear **Customer Name**,

I’m contacting in regards to the following invoice:

**Invoice Reference Number/ Invoice Balance**

This invoice is due for settlement today. It would be greatly appreciated if you could confirm receipt of this invoice and advise as to when the payment has been made.

I have attached a copy of the invoice for your reference. If you require any further information, please let me know.

Kind regards,

Your Name

Email: **Your Email Address**

Phone: **Your Phone Number**

Address: **Company Name, Your Address 1, Your Address 2, Your Address 3**