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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**,

Further to my previous correspondence, I’m contacting you once again with regard to the following outstanding invoice:

**Invoice Reference Number/ Invoice Balance**

This invoice was due on **Due Date** and remains unpaid.

Given the lack of response on your side after several attempts to contact you, we will shortly begin legal proceedings in order to receive the monies owed to **Your Name/Company Name**.

Immediate payment will result in us closing this issue without the need for legal action.

I have attached a copy of the invoice for your reference.

Kind regards,

Your Name

Email: **Your Email Address**

Phone: **Your Phone Number**

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